



Vacancy Notice

We are a new company with site offices in the Big Creek, Belmopan and Orange Walk vicinities. Our company offers its employees exciting opportunities to modernize an industry by working with state of the art equipment in a motivating and engaging work environment.

The Company: We are seeking employees to join an organization that is looking to build a reputation for outstanding leadership and expertise in the Liquid Petroleum Gas (LPG) industry. We want persons who are actively involved and supportive in **National Gas Company** achieving its goals.

National Gas Company is looking for responsible, accountable and honest persons to build a company that takes great care of its customers and employees alike.

For full position requirements view job description below.

Interested applicants should submit a completed application (see end of document), a resume, copies of your degrees and training certificates and 2 reference letters by 5 pm on February 10, 2020 to info@nationalgas.bz

JOB DESCRIPTION

National Gas Company

Job title	Sales and Administration Coordinator
Reports to	NGC General Manager
Job location	Orange Walk

Job purpose

Your purpose is to sell LPG, collect payment and be responsible for office administration at the depot office. You work closely with the Operations and Janitor Staff.

As the Sales and Administration Coordinator you serve as a point of contact for customers with queries about our product and scheduling. The Coordinator is goal-oriented and has a deep knowledge of customer service best practices. Must be able to contribute to high quality customer service.

Duties and responsibilities

1. Process LPG sale orders
2. Tracks payment
3. Check data accuracy in orders and invoices
4. Contact clients to obtain missing information or answer queries
5. Liaise with Operations to ensure timely deliveries
6. Maintain and update sales and customer records
7. Develop monthly sales reports
8. Communicate important feedback from customers
9. Ensure sales targets are met and report any deviations
10. Responsible for ordering and tracking all office and cleaning supplies
11. Office cleanliness standard being met
12. Responsible for the office fixed asset register
13. Tracking & forwarding all invoices related to office administration to the Big Creek office
14. Petty cash
15. Records management
16. Ensures office maintenance schedule for a.c.'s, gardening etc. is set-up and followed.
17. Supervises the janitor
18. Other duties as assigned.

Qualifications

1. An Associate's degree
2. Accounting and sales experience.
3. A professional appearance.

4. Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment.
5. The ability to read, write, and perform basic math.
6. The ability to stand and walk for extended periods of time.

Special Skills

1. Proven work experience
2. Hands on experience with MS Office (MS Excel in particular)
3. Understanding of performance metrics
4. Excellent organizational and multitasking skills
5. A team player with high level of dedication
6. Ability to work under strict deadlines
7. Good Communication skills in English (speaking and writing).

Working conditions

Working conditions are normal for an office environment. Work will require working with challenging clients.

Physical requirements

Is an outdoor industry so it will require one to be comfortable with all areas of the operations and assisting as part of being a small team when needed.

Direct reports

Janitor

Approved by:	
Date approved:	
Reviewed:	

Mailing Address:

 Unit 17, Northern Shops
 Mile 1 ½ Phillip Goldson Highway
 Belize City
 Belize, Central America

Email:

 Web: www.nationalgas.bz

EMPLOYEE APPLICATION FORM

APPLICANT INFORMATION									
Last Name		First		Middle					
Street Address					Date	(dd/mm/yy)			
City/Town			District			Country			
Phone			E-mail Address						
When can you start?			Social Security No.			Desired Salary	\$		
Position Applied for					Date of Birth	(dd/mm/yy)			
Are you a citizen/resident of Belize?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, do you have valid work permit for Belize?		YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						
Are you willing to work holidays and overtime hours?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Are you willing to work any shift?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Are you willing to travel or relocate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Do you have a preexisting medical condition?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						
Have you ever been convicted of a crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						
Do you have a valid police record?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Required for employment						
Do you have a valid driver license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Have you in the past or are you currently taking illegal or unprescribed drugs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
If you are not a citizen of Belize please state your nationality									
CONTACT INFORMATION									
<i>Please list two emergency contacts.</i>									
Full Name			Relationship			Phone			
Address									
Full Name			Relationship			Phone			

Address										
CURRENT/PREVIOUS EMPLOYMENT										
Employer								Phone		
Address						Supervisor				
Job Title					Starting Salary	\$			Ending Salary	\$
Responsibilities										
From		To		Reason for Leaving						
May we contact your current/previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain			
Employer								Phone		
Address						Supervisor				
Job Title					Starting Salary	\$			Ending Salary	\$
Responsibilities										
From		To		Reason for Leaving						
May we contact your current/previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain			
PROFESSIONAL REFERENCES										
<i>Please list two references.</i>										
Full Name						Employment Relationship				
Address								Phone		
Full Name						Employment Relationship				
Address								Phone		
PLEASE STATE BELOW REASONS WHY YOU WOULD LIKE TO WORK WITH NATIONAL GAS COMPANY LTD.										

EDUCATION, SKILLS & EXPERIENCE					
Institution:			Address:		
From	To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Major:			Qualification:		
Institution:			Address:		
From	To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Major:			Qualification:		
Institution:			Address:		
From	To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Major:			Qualification:		
<p><i>Skills & Experience</i></p> <p>Describe which languages(s) and how fluent of a speaker you consider yourself to be for each.</p> <p style="text-align: center;">_____</p> <p>Are you computer literate? YES <input type="checkbox"/> or NO <input type="checkbox"/> If yes, please list programs.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p>Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us? YES <input type="checkbox"/> or NO <input type="checkbox"/></p> <p>If yes, please explain below.</p>					
SIGNATURE OF APPLICANT:					
FOR OFFICE USE ONLY					
Hire Location			Job Title		
Rate			Starting Date	(dd/mm/yy)	
Supervisor			Temporary <input type="checkbox"/>	(dd/mm/yy) Date	
			Part-time <input type="checkbox"/>		
			Permanent <input type="checkbox"/>		
Comments					