



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 Officer
Reports to	NGC General Manager
Job location	Big Creek

Job purpose

Your purpose is to sell LPG and oversee and track the sale of LPG at the depot offices as well as to provide administrative support the company. Some duties include office inventory management, organizing company records, scheduling, budget, office reporting, invoicing and customer service.

As Sales and Administration Officer, you serve as the key source for all company sales and administrative data.

You work closely with the General Manager, Operations Manager, Sr. Operations Supervisor and the Sales and Administration Coordinators to ensure a seamless flow between operations, sales and office administration. You report directly to the General Manager.

You must have a strong understanding of business management and a keen interest to learn the industry to help the development of the company. This important position contributes to the quality of customer service and the achievement of sales targets.

Duties and responsibilities

1. Process LPG sale orders for Big Creek
2. Tracks all LPG payments
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 to depot NGC sites
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 company's offices fixed asset register
13. Processes all invoices related to office administration to the Big Creek office
14. Petty cash
15. Records management
16. Responsible for overall company office maintenance schedule for a.c.'s, gardening etc.
17. Tracks & prompts on various insurance schedules for the company

18. Assist the General Manager in the areas of sales, office administration, corporate services and IT administration, accounting, social and environmental management system and contract management.
19. Supervises the janitor
20. Other duties as assigned.

Qualifications

1. A Bachelor's degree in Accounting preferred.
2. Background and experience in accounting and sales
3. Strong organizational and leadership skills for a multifaceted work environment
4. Excellent interpersonal skills, strong oral and written communication
5. A professional appearance.
6. Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment.

Special Skills

1. Proven work experience
2. Hands on experience with MS Office (MS Excel in particular)
3. Understanding of sales 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>_____</p> <p>_____</p> <p>Are you computer literate? YES <input type="checkbox"/> or NO <input type="checkbox"/> If yes, please list programs.</p> <p>_____</p> <p>_____</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)	
			Part-time <input type="checkbox"/>	Date	
			Permanent <input type="checkbox"/>		
Comments					