

## **JOB ANNOUNCEMENT**

**POSITION: Executive Assistant / Sales Assistant**

 **Location:** Yaoundé, Cameroon

 **Company:** Kam Biomed Sarl – A company specializing in the distribution of medical devices and in vitro diagnostic medical devices.

 **Main Responsibilities:**

Assist management in administrative and commercial operations, while coordinating logistics and general business activities.

 **Responsibilities**

### **1. Management Support**

- Draft administrative and commercial correspondence (clients, suppliers, institutions, tax and regulatory authorities)
- Monitor administrative and contractual files
- Organize meetings, agendas, and minutes

### **2. Sales Support**

- Prepare sales proposals and sales documents
- Track customer orders and invoicing in collaboration with the sales and logistics departments
- Update customer databases and tracking spreadsheets

### **3. General Affairs**

- Oversee office purchases and supplies
- Ensure the smooth operation of general services

 **Desired Profile**

- Bachelor's degree (or equivalent) in management, administration, business, or a related field
- 2-3 years of experience in a similar role

- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Good working knowledge of Sage Saari/Gescom software
- Excellent written communication skills in French (professional English is a plus) Assets)
- Strong organizational skills, meticulousness, and discretion

#### **Key Skills**

- Professional administrative writing
- Organization and prioritization skills
- Logistics coordination
- Proficiency in office software and ERP systems
- Professional communication skills

#### **Key Performance Indicators (KPIs)**

- Quality and speed of document production
- Adherence to administrative and commercial deadlines
- Reliability of file and data tracking
- Satisfaction level of internal teams and partners

**Applications from women are strongly encouraged.**

Applications should be sent to the following email address: [info.kam.biomed.sarl@gmail.com](mailto:info.kam.biomed.sarl@gmail.com)

- **Curriculum Vitae (1 page)**
- **Copy of the diploma supporting the application (1)**

Publication date: April 2, 2026

Application deadline: April 31, 2026

### **(e) The General Manager**