



Be an innovator  
Be Bayer.

At Bayer we're visionaries, driven to solve the world's toughest challenges and striving for a world where 'Health for all, Hunger for none' is no longer a dream, but a real possibility. We're doing it with energy, curiosity, and sheer dedication, always learning from unique perspectives of those around us, expanding our thinking, growing our capabilities, and redefining 'impossible'. There are so many reasons to join us. But if you're hungry to build a varied and meaningful career in a community of brilliant and diverse minds to make a real difference, there's only one choice.

## Administrative Assistant (JO-2301-654)

### Purpose of the role

- // Co-ordinate administrative activities and support the team as a reference point for all office support.
- // Support production team and SAP Production Administrator with SAP purchasing transaction.
- // Act as a PC (Point of Contact) for all Product Supply administration support, handling all administrative and contract filing roles for the Site Lead and Product Supply team.

### Key Responsibilities and Tasks

- // Providing agronomic and crop protection extension support to growers throughout the season. Create Purchase Requisitions in SAP and ARIBA for payment
- // Process invoices from vendors for payment in SAP
- // Assist in collecting quotations from suppliers
- // Assist in vendor account opening
- // Undertake the GRV process for non-stock materials.
- // Ensuring the site has electricity and water, phytosanitary and important items under approval
- // Receive visitors to the site and ensuring customer service standards are maintained
- // Organize and schedule management and functional meetings and appointments
- // Maintain hard copy invoices/quotes and filing system
- // Assist in the ordering, receiving, stocking and distribution of office supplies

- // Booking and arranging travel, transport, and accommodation and general support to visitors
- // Carry out administrative duties such as filing, photocopying, and scanning
- // Handle sensitive contract information and filing of all grower and vendor contracts
- // Organizing events and conferences

### Qualifications, Skills and Competencies

- // Minimum of a diploma in business administration, secretarial studies, or related fields.
- // Minimum of 3 years of experience in a similar role.
- // Fluent in English.
- // Basic understanding of SAP system
- // High proficiency in MS Office applications.
- // Strong customer relationship and networking skills.
- // Ability to handle conflict and customer care
- // Strong confidentiality and sensitive information handling

### Be part of something bigger

Apply Via: [Bayer Careers](#)

### Application period:

31 January 2023 - 14 February 2023

### Position grade :

E10

### Employment type:

Permanent

### Location :

Lilongwe, Malawi

### Contact us

Telephone +27 11 921 5700

//////////////// Science for a better Life

Bayer welcomes applications from all individuals, regardless of race, national origin, gender, age, physical characteristics, social origin, disability, union membership, religion, family status, pregnancy, sexual orientation, gender identity, gender expression or any unlawful criterion under applicable law. We are committed to treating all applicants fairly and avoiding discrimination.