

VACANCY!! VACANCY!! VACANCY!!

ADMINISTRATIVE ASSISTANT POSITION

- Answering calls, messages and handling correspondence
- Maintaining diaries while preparing and collating reports (filing),
- Organizing meetings (producing agendas and taking minutes)
- Managing database, prioritizing workloads

REQUIREMENT

SHOULD BE COMPUTER LITERATE (MICROSOFT WORD & EXCEL)
MUST HAVE A GOOD CONTROL OF THE ENGLISH LANGUAGE (COMPREHENSION)
MUST BE ABLE TO MULTITASK AND WORK UNDER PRESURE (TIME FLEXIABLE)
MUST HAVE A CERTIFICATE OR FIRST DEGREE
MUST AT LEAST HAVE 3 YEARS OR MORE EXPERIENCE

KINDLY SUBMIT ALL APPLICATIONS TO THE ADDRESS BELOW:

info@cerraauto.com

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ACCOUNTANT POSITION

REQUIREMENT

- Fully qualified WITH A BACHELOR IN FINANCE AND ACCOUNTING
- Computer literacy is compulsory (proficiency in MS word, Excel, Outlook etc.)
- Ability to correspond & communicate independently with clients,
- A very good command of English, communication skills are essential.
- Ability to multitask & work under pressure.
- Minimum 5 years' experience

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SALES & MARKETING POSITION

BE HUGELY PASSIONATE AND ENTHUSIASTIC. HAVE A GREAT ATTENTION TO DETAILS. CAPABLE OF MEETING MONTHLY/QUATERLY TARGETS. STRONG NEGOTIATION SKILLS & A SELF MOTIVATED ATTITUDE.

REQUIREMENT

- EXCELLENT INTERPERSONAL AND PERSUASIVE SKILLS
- ATTENDING TO ENQUIRIES RECEIVED FROM ONLINE & OFFLINE PLATFORMS AND COVERTING LEADS INTO BUSINESS
- APPLY CREATIVE MARKETING STRATEGIES TO INCREASE SALES OPPORTINUTIES
- PREVIOUS WORK EXPERIENCE IN A SALES & MARKETING RELATED JOB ROLE.
A DEGREE OR EQUIVALENT QUALIFICATION WITH A MINIMM 6 YEARS EXPERIENCE.

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SALE!! SALE!! SALE!!

Vehicle AUCTION

Cerra Automotive is offering several **USED CARS** for sale through Auction process. Please note that the vehicles are sold on “as is, where is” basis.

ITEM	BID REF. AC-VEHAUC-008 VEHICLE PLATE	DESCRIPTION	SUBMISSION DEADLINE	VEICLE STATUS
1	A64274	2014 NISSAN PATROL SUV - JNITCSY6120586909	FRIDAY JULY 7, 2023 at 16:00 GMT	USED VEHICLE
2	A6189	2014 NISSAN PATROL SUV - JNITCSY6120586482		USED VEHICLE
3	A6960	2014 NISSAN PATROL – JNITCSY6120586880		USED VEHICLE
4	A64116	NISSAN PATROL SUV – JNITCSY6120585461		USED VEHICLE
5	A59097	2011 TOYOTA HILUX DOUBLE CABIN – HTFR22G606050357		USED VEHICLE
6	A6188	2014 NISSAN PATROL – JNITCSY6120585423		USED VEHICLE
7	A64593	2014 NISSAN PATROL – JNITCSY6120387843		USED VEHICLE
9	A54905	2008 TOYOTA HILUX PICKUP – AHTFK22G103037960		NO ENGINE

INSTRUCTIONS:

1. Inspection of vehicles by interested partners will take place at CERRA AUTOMOTIVE office located in Congo Town, next to WAEC office, opposite Kailondo Filling Station, Monrovia Liberia. The vehicle can be inspected from Monday June 26 – July 6, 2023. The daily inspection’s hours are, Monday to Friday 8:00 AM – 16:00 GMT.
2. Bids must be delivered to CERRA AUTOMOTIVE office in Monrovia in sealed envelope with reference CA-VEHAUC-008 only on or before Friday, July 7, 2023 at the hour of 16:00 GMT. The envelope should contain the bid, the contact information, name, phone number, and address. Late bids will be rejected. CERRA AUTOMOTIVE will take no responsibility for bids not delivered directly to CERRA AUTOMOTIVE office.
3. Cars are sold on “ as is ” basis. Cerra Automotive will not be liable to the purchasers for any defects on the vehicles after the bidding process is completed.
4. Bids will be opened in the presence of bidders or their representatives at CERRA AUTOMOTIVE office, Friday July 7 at 17:00 GMT. Only bidders who have submitted an offer shall participate in the opening of the bids coming along with their ID cards.
5. Winning bidders will be notified on July 10, 2023 via email/SMS message and will have 3 days to make payment. Failure to make payment will result in the next highest bidder being offered the vehicle(s). It is the responsibility of the winning bidder to process and pay the cost of (transfer of ownership) at the ministry of transport. The final date for payment by successful bidder is July 13, 2023. The vehicle will be picked after payment and change of registration documents.

For further inquiries, please contact the Administrative department at the below email and contact secretary@cerraautomotive-lr.com or +231 777 400 601 / +231 778 752 082