



# VACANCY NOTICE

## SALES CLERK (HARARE)

A vacancy has arisen in the Sales and Marketing department for the position of Sales Clerk. Reporting to the Sales Administrator the incumbents will be responsible for the following:

### Job Summary

- Handling walk in customer and over the phone enquiries.
- Generating orders.
- Generating Quotes.
- Receiving and receipting of payments from customers.
- Reconciling POS and ECOCASH payments at the end of each day.
- Generating works orders for special orders.
- Ensuring the works orders are done according to the customers' requirements.
- Receiving plans for Bill of Quantities.
- Managing sales stocks and floor.
- Assisting customers in locating products by going through the inventory
- Enter sales data and customer data into the company database.

### The Person

- A minimum qualification of degree in Sales and Marketing and/or equivalent professional qualification.
- A Minimum of 2 of manufacturing experience in Sales and Marketing
- Proven leadership skills
- Ability to speak fluent English.
- Basic analytical and statistical skills
- Strong problem solving, analytical and operational abilities.
- Excellent interpersonal written and oral communication and presentation skills
- Ability to work with minimum supervision.

Applications should be submitted to The Human Resources Office or email [vacancies081943@gmail.com](mailto:vacancies081943@gmail.com) on or before the **16th of June 2023**.