

## **WE HAVE A VACANCY FOR A COUNTER SALESCLERK IN WALVIS BAY**

### **Primary purpose for this position**

To provide sales & customer service, working at the point-of-sale counter. To further provide administration assistance to the rest of the sales team.

### **Key functions and responsibilities**

Counter sales  
Customer relations  
Quote and invoice customers according to company standards  
Daily cash ups and reporting  
Counting of stock and stock control  
Willing to work shifts, and weekends  
Perform ad-hoc tasks

### **Minimum requirements for this position**

At least 5 years sales experience  
Namibian citizen  
Knowledge of Accumatica  
Knowledge of lubricants will be a distinct advantage  
Computer literate in Microsoft Outlook, Word, Excel and PowerPoint  
Valid driver's license  
Grade 12 or higher, with English as a subject (60% or higher)

**Vacancy closes: 26 January 2025**

**Applications for this role are exclusively accepted through our recruitment portal at [www.jobopportunities.net](http://www.jobopportunities.net). Please ensure your application includes a well-crafted cover letter, a comprehensive CV, and authenticated copies of relevant qualifications.**