



WE ARE HIRING



CAREER OPPORTUNITY

At Bokomo Namibia, a joint venture between the Frans Indongo Group (Namibia) and PepsiCo Inc, you get the best of both worlds: an entrepreneur's mindset plus reach and resources through our worldwide network. Bring your unique perspective. Bring curiosity. Bring ingenuity, and drive. We'll give you a platform to be daring.

Co-Ordinator: Factory Shop

Reporting to the Reporting to the **Head: Key Accounts and Sales Operations**, the **Co-Ordinator: Factory Shop** will lead, motivate, direct and control the day-to-day activities and ensure that the shop operates smoothly, delivers excellent customer service, meets sales targets, and represents the factory's brand effectively. They act as a key link between the factory and the customer, contributing to the business's profitability and reputation.

Key Responsibilities

- Responsible for validating all incoming documents and stock;
- Responsible for generating credit notes to customers on over and under charges;
- Assist and support the cashiers with daily transactions and cash up every afternoon;
- Execute stock counts weekly and ensure stock are balanced;
- Maintain stock levels by placing orders regularly to limit out of stocks;
- Capture stock details on both manual and electronic procurement systems;
- Manage all employees working in the shop;
- Administer the receiving of goods/ items for the stores and warehouse;
- Develop a positive and cooperative working relationship with customers through regular, proactive communication;
- Maintain housekeeping and QDVP5 standards.

Qualification and Experience Required

- Valid Grade 12;
- Two years' experience in Sales Administration in the FMCG environment;
- Basic computer knowledge, Microsoft office and e mails;
- Must be result driven with planning and organizing skills;
- Strong organizational skills;
- Must have a disciplined approach;
- Good interpersonal relations;
- SAP experience will be an added advantage.



Submit Your Application
hrnamibia@bokomonamibia.com.na





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Skills and Knowledge

- Confident, hard-working employee to meet high performance standards;
- Good listening and comprehension skills;
- Analytical thinking to identify and improve work processes;
- Highly computer literate;
- Flexible team player;
- Relationship builder with interpersonal skills;
- Results driven achiever with planning and organizing skills;
- Innovative problem solver who can generate workable solutions and resolve complaints;
- Highly motivated self-starter.

Closing date: 01 April 2025



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