



Job Title: Internal Sales Agent / Stock Controller Assistant

Company: HIC Agencies

Location: Swakopmund, Namibia

Closing Date: 25 May 2025

About Us

HIC Agencies, founded in May 2023 in Swakopmund, brings over 25 years of industry expertise to deliver high-quality electrical products, mining supplies, and building materials to customers throughout the region. We are committed to exceptional service, quality products, and customer satisfaction, making us a trusted partner in the industry.

Position Overview

We are looking for a dedicated and detail-oriented **Internal Sales Agent / Stock Controller Assistant** with experience in the electrical industry. The ideal candidate is well-presented, organized, and confident in customer-facing roles while supporting warehousing and stock management functions.

Key Responsibilities

- Assist walk-in and telephonic customers with sales inquiries and quotations.
 - Maintain accurate records of sales and stock levels using Omni accounting software.
 - Collaborate with the stock control team to monitor and manage inventory.
 - Support warehousing operations including stock takes, receiving, and dispatching goods.
 - Ensure excellent customer service and product knowledge.
 - Contribute to achieving monthly and quarterly sales targets.
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Qualifications and Skills

- Proven experience in the electrical industry with a successful sales background.
 - Warehousing or inventory control experience is an advantage.
 - Strong written and verbal communication skills.
 - Proficiency in Omni accounting software is an advantage.
 - Professional and presentable demeanor.
 - Strong organizational and multitasking abilities.
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What We Offer

- Basic salary of N\$8,000.00
 - Medical aid contribution
 - High commission structure and quarterly performance bonuses
 - A dynamic work environment with opportunities for growth and advancement
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Application Procedure

If you're ready to join a growing and innovative company, apply through our recruitment portal at www.jobopportunities.net. Be sure to include a comprehensive cover letter, updated CV, and any relevant certifications.

Closing date for applications: 25 May 2025, 07:00 PM.