

COUNTER SALESCLERK – KATIMA MULILO

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 3-5 years sales/counter sales experience
Namibian citizen
Knowledge of Accumatica will be an advantage
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)

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

Closing Date: 15 June 2025.