

Job Description

1. JOB TITLE : Temporary Sales Clerks

Department : Commercial Services

Grade : F8 (T)

Reporting to : Regional Business Officer / Temporary Compliance Officer

Responsible for : Security Guards and Porters

2. PURPOSE OF THE JOB

The Temporary Sales Clerk shall be responsible for conducting sales of fertilizer and non - fertilizer items.

3. KEY DUTIES AND RESPONSIBILITIES

Duties:

- Conducting sales of fertilizer and certified seeds
- Sales recording and issuance of sales receipts to customers
- Receiving and storing fertilizers according to standard procedures
- Overseeing satellite depot operations
- Maintaining accurate and up-to-date stock records
- Compiling and indexing in a clear manner all documentation on a day-to-day basis
- Preparing periodic sales reports
- Assist customers on product handling and usage
- Practicing good customer service
- Making administrative decisions for security guards and Porter under his/her control including duty roster in liaison with the Regional Business Officer.

4. QUALIFICATIONS AND EXPERIENCE

The ideal candidate must have:

- Professional Diploma in Business Administration, Business Management, Marketing, Agribusiness Management, Agriculture or any related fields from a reputable institution.
- MSCE with at least a pass in Mathematics and English.
- Experience in a similar position and computer literacy will be added advantages.
- At least three (3) years' work experience in a busy organization.
- Should be between 25-50 years old
- Should not have any criminal record.

5. ADDITIONAL SKILLS AND ABILITIES

- Leadership, planning, coordination and negotiation skills
- Be honest and of sober habits
- Competent in counting and handling cash
- A self-starter, able to work with minimum supervision
- Ability to work under minimal supervision
- Flexible, result oriented and innovative thinking
- Self-starter, team player
- Resilient and ability to work long and odd hours
- Be prepared to work under intense pressure
- Good communicate skills
- Knowledge of ICT

To apply, visit: **<https://careers.sffrfm.org/>**