

Internal & External Advertisement
INTERNAL SALES CONSULTANT - NAMIBIA

Main Purpose of the Position:

Generate sales to achieve maximum profitability against annual sales targets, by developing new business relationships whilst maintaining existing ones.

Experience and Competencies required

- Matric/Grade 12
- Sales and Marketing qualification
- Minimum 2 years proven sales track record
- JDE knowledge (advantageous)
- Interior design background (advantageous)
- Must be computer literate
- Own transport and a valid driver's license essential

JOB ATTRIBUTES

- Competitive character with "can do attitude"
- Prepared to work long hours
- Flexible and Professional
- Pay attention to detail and problem solving
- Adhere to policy and procedures
- Understand workflow process
- Work well under pressure
- Manage time / self-starter
- Excellent communication skills
- Excellent presentation skills
- Apply product knowledge
- Understand clients' needs
- Provide innovative / original solutions
- Pay attention to detail
- Apply knowledge of factories/suppliers
- Solving customer and supplier problems effectively
- Good admin and computer skills
- Manage and maintain existing relationships with designers & architects
- Good business ethics

Key Responsibility Areas:

Sales Administration

- Welcome and assist customers on CN showroom.
- Conduct needs analysis clients
- Generate quotes according to company's turnaround time and do follow ups.
- Generate orders
- Follow up on deliveries; sort out any snags where necessary.
- Liaise with service team for installation briefs.
- Liaise with accounts department with regards to client payments and allocation of costs

Customer Services:

- Respond to customer calls within 24hours.
- Follow up on outstanding customer orders at least weekly.

- Ensure that work area and self are always neat, tidy and presentable.
- Arrange exchanges as per agreement with manager.
- Ensure all sales accompanying documentation are completed as per Company requirements.
- Keep customers informed of stock availability and status of the order.
- Always under promise and over deliver and not vise versa

General Administration:

- Compile Quote Bank by Friday each week.
- Compile a written report on monthly sales.
- Attend all planned sales meetings and training sessions.
- Participate in all stock takes
- Load activities for each client daily on JDE
- Ensure that stock sheets are up to date and maintained.
- Perform all daily showroom duties.
- Communicate with SSCs as and when required for general feedback and updates.

NOTE:

The above is not exhaustive, and you shall be obliged to perform subsidiary tasks in addition to the primary tasks for which you are employed. The Company undertakes to ensure that these subsidiary tasks will be within the training and experience or occupational capabilities of yourself and that you shall not suffer any loss of remuneration or status for work performed on subsidiary tasks.

POPI ACT COMPLIANCE:

Please take note that by responding to this application and providing your personal information, you confirm your express and informed consent for CECIL NURSE, to process your personal information in order for CECIL NURSE to consider your application for this position.

APPLICATIONS:

If you meet the above requirements and are passionate about contributing to the success of Cecil Nurse, we encourage you to apply through our recruitment portal at www.jobopportunities.net. Please submit a detailed cover letter, comprehensive CV, and copies of relevant qualifications and certifications.

Closing Date: 30 January 2026