



REF: JOB ADVERT

United Selections Kenya Limited invites applications from qualified candidates to fill the post of **Sales Assistant**.

Duties and Responsibilities;-

- Make incidental communication to clients and other stakeholders on request.
- Maintain all records, documentation, and files in the Sales department
- Share regularly any relevant variety, market, and industry information to ensure sustainable sales and business development.
- Give on-request commercial input to the R & D team to help in selection/breeding processes.
- Share basic technical knowledge of our assortments and new introductions with clients and other show house locations.
- Prepare sales reports and correspondences in a timely and effective manner and ensure complete and accurate records are maintained in the client sheets.
- promote our branding and products consistently, and actively participate in the planning and organization of flower exhibitions, open days, and other marketing events.
- Create overviews from the sales data and present them upon request.
- Arrange regular sample bunches to clients/buyers as a "push & pull" strategy or upon request, do a follow-up, collect data, and share the information as requested.
- Bridge to Finance by providing timely and accurate plants /budwoods invoicing reports upon request.
- Carry out regular /impromptu plantings inventory as requested
- Receive plants/budwoods trials and commercial requests and ensure they are processed and delivered timely.
- Schedule farm visits as requested to follow up on our variety performance and upload the reports on shared company Google Drive.
- Ensure all commercial activities are in line with the set sales goals, cost-effective, and compliant with our policies and guidelines.
- Any other duties that may be assigned from time to time.



Qualifications

- Must have a Bachelor's degree in a relevant field from a recognized institution.
- At least 5 years experience in an active commercial environment.
- Proficient computer skills in MS Office applications
- Valid driving license and willingness to travel extensively
- Knowledge /experience in propagation, growing, and marketing of cut flowers specifically Roses, chrysanthemums and alstroemeria will be an added advantage

Personal Attributes/Profile

- Excellent sales, negotiation, communication, organization, planning, time management, goal setting, adaptability, flexibility, and 'people skills'
- Self-driven and result-oriented team player able to work in a team environment.
- Cost awareness and willingness to learn and expand knowledge
- Good command of the English language both verbal and written
- Commercial mindset and customer service oriented
- Ability to build and maintain good customer relationships.
- Innovative, analytic, and "eye" for detail
- Ability to maintain high standards of professionalism at all times.

Method of Application

Interested and qualified candidates who meet the above qualifications should send their application letter and curriculum vitae stating the position applied for as the subject by **26th January 2024** to the HRM-United Selections Kenya Limited through the following email address: nmalonza@united-selections.com

Kindly note that only shortlisted applicants will be contacted for interviews.

Disclaimer:



The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and duties.