

APPENDICES

Appendix 1: Job Description

Job Title	Nairobi & Kisumu Sales Representatives
Position Reports to	Commercial Manager
Position Supervises	None

Job Summary

To sell properties assigned to you, and as agreed within your periodic sale targets, and as assigned from time to time. This will include participating in company's sales and marketing activities.

Duties and Responsibilities

The job holder's duties and responsibilities are outlined as follows:

- a) Contributing to the achievement of allocated annual sales targets for the region by proactively and rigorously engaging in sales activities;
- b) Work in conjunction with the business development team to identify sales opportunities in the region;
- c) Establishing and maintaining excellent customer relationships by providing an efficient, reliable, friendly and courteous service to all customers;
- d) Communicating effectively with customers and maintaining up to date information regarding new initiatives, prices, promotions, new product listings and product de-lists;
- e) Providing information and feedback on customer requirements and competitor activity in the region;

- f) Responsible for the provision of comprehensive and timely sales reports as required from time to time;
- g) Assisting the Commercial Manager in establishing plans and strategies to expand the customer base in the assigned sales area;
- h) Maintaining contact with clients in the market area to ensure high levels of client satisfaction; and
- i) Any other duties as may be assigned by the supervisor.

Required Skills/Abilities:

- A minimum of one-year experience in selling land and properties

Candidates interested in this role should send their detailed CV to hr@homeafrika.com by **28th May 2025**. Only shortlisted candidates will be contacted.