

Sales Representative- Personal Care at Ital Global

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); We are a comprehensive Human Capital Consultancy firm dedicated to helping organizations just like yours with their HR activities and work. We believe in creating productive and fruitful relationships with our clients by adding value to your business to ensure that you get the very best return on your Human Capital spend. Our Human Capital solutions, advice and guidance are uniquely designed and shaped around your exact requirements and objectives. They will fit with your culture and the business challenges that you currently face. Ital Global serves organizations that believe that people are the ultimate drivers of organizational success. Wherever we operate, our commitment is to offers a unique approach, efficiency, convenience diligently and efficiently. Ital Global looks to your future! If you grow, we grow. If you beat your competition, we beat ours. If you achieve results, so do we! We know our business, we'll learn yours. We are a trusted partner, not just a vendor! We do not settle for the status quo! We partner with you to find the best ways to meet your needs and expectations with an eye on budget and outcomes Vision/Mission To enhance the performance of every organization through the effective management and development of Human Capital through our services and products. To be recognized as an impactful, innovative and efficient HR Consulting partner. Through our One-Stop HR Shop we are your Professional HR Partner! Mission To partner with clients and provide unparalleled expertise and advice across all aspects of Human Resource management to organizations across industry sectors whilst supporting the development of Human Capital skills..

Job Purpose:

The Sales Representative will provide sales and general administrative support to the Director and manage the daily operations.

Requirements**Qualifications**

Diploma or Certificate in Communication, Marketing, Business or related field.

At least 2 years of work experience.

Experience working in a Beauty and Personal Care category, Retail is preferred but not essential.

Proficiency in Ms Office with working knowledge of digital marketing.

Personal Traits, Qualities and Aptitudes.

A friendly personality, ability to remain calm and pleasant at all times.

High degree of professionalism and ability to maintain a high level of confidentiality.

Highly Organized and Ability to work independently.

Is a self-starter: is looking for ways to help grow the business.

Has a general interest in the beauty, personal care or fashion industry.

Meticulous in details and good analytical skills.

Positive attitude and Confident.

Excellent verbal and written communication skills and Strong Interpersonal Skills.

Excellent customer service skills and sales oriented individual.

Networking aptitude.

Have tact and diplomacy.

High integrity.

Well Groomed.

Key Responsibilities and Duties

Being the point of contact for all prospective and current customers.

Assisting the customers while shopping.

Drive sales through bookings: educate customers on services to ensure they convert from prospect to long-term customer.

Supports dynamic and fast-paced adjustments to executive's calendar to respond to emerging needs during the course of each day.

Liaises with building management, authorities and vendors.

Handles basic accounting duties.

Determining customer needs and buying potential.

Working effectively to expand customer base and meet set targets.

After sales services to ensure client satisfaction.

Any other duty assigned.

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