



## APPENDICES

### Appendix 1: Job Description

<b>Job Title</b>	<b>Nairobi &amp; Kisumu Sales Representatives</b>
<b>Position Reports to</b>	<b>Commercial Manager</b>
<b>Position Supervises</b>	<b>None</b>

#### **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;



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- 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](mailto:hr@homeafrika.com) by **6th February 2025**. Only shortlisted candidates will be contacted.