



JOB DESCRIPTION: SALES EXECUTIVE

About Ekklesia Afrika: Ekklesia Afrika is a ministry dedicated to strengthening the Church in Africa by providing sound theological resources. It accomplishes this through local publishing, theological training and events.

Job Summary: We are looking for a Sales Executive for our bookstore through which we sell the above theological resources. The ideal candidate will play an important role in driving departmental growth, therefore contributing to the overall organisational success. This person will be responsible for expanding our existing customer base, identifying new business opportunities, developing strong customer relationships, achieving sales targets, and increasing market presence.

Key Responsibilities:

Sales Strategy and Execution

- Develop and implement sales plans to drive revenue growth.
- Actively seek new sales opportunities and potential clients.
- Negotiate terms, pricing, and contracts with corporate customers to close deals and secure sales.
- Participate in conferences and fairs to sell and increase visibility of our resources.
- Gain in-depth knowledge of our stock to effectively advise customers on the best options for their needs.

Customer Relationship Management

- Build and maintain strong working relationships with customers.
- Ensure customer satisfaction and promptly resolve any issues.
- Interact with customers to understand their needs, preferences, and purchase intentions.

Sales Reporting

- Prepare regular sales reports, including analysis of data, forecasts, and market trends.
- Track sales activities and update the sales pipeline.
- Monitor sales performance against targets and recommend strategy adjustments as needed.
- Analyse customer feedback to enhance service delivery and identify opportunities.



Distribution Management

- Create and manage an efficient sales distribution network within Kenya.
- Ensure timely and effective distribution of resources throughout the year.
- Monitor and report on the success rate of resource distribution to ensure effective reach and impact.

Qualifications:

- Bachelor's degree or equivalent in business, marketing, or a related field.
- Proven track record of success in sales management, ideally within a similar industry or market.
- Demonstrated ability to prospect, acquire, and retain customers.
- Self-motivated and capable of working independently.
- Strong sales acumen with the capability to understand customer needs and present solutions accordingly.
- Skills required include leadership, communication, negotiation, teamwork, interpersonal and relationship-building abilities, professional confidence, and problem-solving.
- Must be a committed Christian with active membership in a local church. Include contact details of your Pastor/Elder who can vouch for you, in your CV.

Remuneration:

Negotiable.

How to Apply

Interested candidates are requested to send a 1-page application letter accompanied by a CV to careers@ekkesiaafrika.org by **22nd July 2024**. Only shortlisted candidates will be contacted.