



# VACANCY

## Freelancer Sales Representative X2

Namibia Press Agency (NAMPA) is looking for Freelancer Sales Representative who will be reporting to the Manager of Commercial.

### Purpose of the Job

The purpose of the job is to assist the Manager: Commercial Services to market and sale the Agency's products and services and to promote business growth. To maintain good customer relationship and negotiate win-win deals for the Agency. To promote the NAMPA brand and project a good corporate image.

### Key Responsibilities:

- Negotiations skills – negotiate and achieve a win-win solution out of a negotiation process.
- Implementation – support the implementation of the sales and marketing strategy.
- Demonstrate and have an in-depth knowledge of NAMPA's products.
- Assist in the formulation of a pricing structure for NAMPA products and services.
- Account receivable – work in consultation with admin clerk and accountant to ensure efficient and timely clients invoicing, payments and follow-ups on outstanding payments.
- Promote NAMPA brand and market new and existing products and services.
- Ensure effective implementation of the customer Service Charter
- Presentation – having presentation skills and able to create a power point presentation.
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### Competency Requirements:

- Ability to work under pressure, meet deadlines and prioritize your own workload.
- Excellent communication skills
- Good interpersonal and customer service orientation.
- Good computer skills
- Self-Starter
- Computer literacy (Excel, Words, PowerPoint)

### Education and Experience Requirements:

- Diploma in Marketing and Sales
- Three (3) years' experience in Marketing and Sales of services

**Closing Date of Application: 29 September 2023**

**Interested candidates should forward their comprehensive CV to [hr@nampa.org](mailto:hr@nampa.org)**

**Or hand deliver at Corner of Keller and Eugene Marais Street, (opposite National library/achieve), Windhoek**

**Only short-listed candidates will be contacted. No documents will be returned.**