

# THE BIBLE SOCIETY OF MALAWI



*God's Word Life for All*

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## SALES ASSISTANT JOB DESCRIPTION

- i. Sale of the scriptures in Bible Shop, to churches, schools and commercial outlets.
- ii. Merchandising – Stock display and good shop management through a well thought product display.
- iii. Reporting – daily compilation of daily summaries and reporting to management.
- iv. Reviewing own sales performance, aiming to meet and exceed targets.
- v. Managing cash and payment systems in accordance with company procedures and policies.
- vi. Provides product, promotion, and pricing information by clarifying customer request; selecting appropriate information; forwarding information; answering questions.
- vii. Perform quality checks on products and delivery services and provides weekly report to management.
- viii. Be involved in stock control and management by daily updating of bin cards and escalating any discrepancies to management.
- ix. Customer feedback compilation and producing a weekly report on the same.
- x. Assist in promotion and marketing activities of the society and Bible Society membership to existing clientele and walk in customers.
- xi. Data capturing of clients and sales in the business information system.
- xii. Assisting in other Bible Society related programs.