



Vacancy

Salesperson

Location: Swakopmund

About SBPT (Specialised Building Product Traders)

We are craftsmen in the Namibian flooring and blind industry and have nearly 20 years of experience, knowledge, and installations under our belt. Established in 2003, our business has been operating throughout Namibia ever since. Our company's objectives are to bring the best quality, service, and workmanship to every customer, whether in a commercial or residential setting.

About the Role

SBPT is actively seeking qualified candidates for the integral position of Salesperson within our dynamic organization. As a key member of our team, you will be instrumental in ensuring excellent customer service and efficient office administration, aligning with our commitment to excellence in the flooring and blind industry.

Duties and Responsibilities

In this multifaceted role, you will take on various responsibilities essential for the smooth functioning of our sales and administrative operations. Your key duties will include:

Customer Service:

- Greeting customers and offering assistance.
- Recommending products or merchandise to help customers.
- Answering questions and addressing concerns.
- Informing customers about sales, promotions, and policies.

Sales and Inventory Management:

- Stocking merchandise.
- Taking inventory and monitoring the sales floor.
- Providing customers with information about items.
- Ringing up purchases.
- Keeping track of inventory.

Office Administration:

- Accepting all deliveries and completing relevant documentation.
- Tracking consignments ordered.
- Managing communication channels, such as phone calls and emails.

Qualifications and Experience

To excel in this pivotal role, the ideal candidate should possess:

Educational Background:

- A degree in sales, marketing, commerce, or a related field would be advantageous.

Experience:

- Prior experience in retail.
- A history of successfully managing customer interactions and administrative tasks.

Skills:

- Excellent communication skills.
- Basic mathematic skills.
- Proficiency in computer usage.
- Excellent customer service skills.

Language Proficiency:

- Fluent in English and Afrikaans. German would be an advantage.

Application Procedure

SBPT values diversity and offers equal opportunities to all candidates. To apply for this role, exclusively use our recruitment portal at www.jobopportunities.net. Ensure your application includes a well-crafted cover letter, a comprehensive CV, and any relevant certifications.

Join our team at SBPT and contribute to the exceptional quality and service that define our operations.

Application Deadline

31 May 2026 @ 7:00PM