



# WE ARE HIRING



## Career Opportunity

At Bokomo Namibia, a joint venture between the Frans Indongo Group (Namibia) and PepsiCo Inc, you get the best of both worlds: an entrepreneur's mindset plus reach and resources through our worldwide network. Bring your unique perspective. Bring curiosity. Bring ingenuity, and drive. We'll give you a platform to be daring.

### Clerk: Ordering

Reporting to the **Manager: Sales Operations**, the position will be responsible for the Daily execution of order capturing objectives in line with agreed sales standards and service levels.

### Key Responsibilities

- Responsible for the execution of sales objectives against agreed standards
- To ensure accurate and timeous sales order capture and administration
- EDI orders to be checked, processed and verified
- Responsible for verification of Pricing, Deals and Blocking of Orders
- Responsible to close all open orders after invoicing
- To Verify Control Sheet and Orders processed
- To handle customer/field sales queries
- To provide support to the Receptionist when and where required
- To provide support the Sales Administrator when and where required
- To comply with legal requirements and Competition Law

### Qualification and Experience Required

- Grade 12
- At least two (2) years experience in Administration or Order Capturing in the FMCG environment
- Computer literate
- SAP experience will be an added advantage

### Skills and Knowledge

- Good communication Skills
- Good Customer Culture
- Planning and Organizing
- Problem Analysing & Solving

**Closing date: 19 June 2026**

**Submit Your Application**  
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