**EVANGELICAL LUTHERAN CHURCH IN TANZANIA**

**COMMON WORK**

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 **JOB VACANCY**

The Evangelical Lutheran Church in Tanzania, (ELCT), invites applications from qualified and experienced individuals for a vacant post of **Sales Person at ELCT Book Shop.**

**TERMS OF SERVICE**

 He or she will be appointed on contract basis, renewable basing on performance.

1. **GENERAL REGULATIONS**
2. The applicant should be a Christian with not more than 30 years of age.
3. The applicant should attach his or her curriculum vitae (CV), copies of academic

 Certificates, birth certificate, three referees and application letter.

1. The application should be endorsed by Parish Pastor.
2. **QUALIFICATIONS AND SKILLS REQUIRED**
* Must have at least Advance Level Certificate.
* Experience in sales.
* Knowledge of relevant computer applications.
* Fluent in both English and Swahili.
* Knowledge of principles and practices of sales.
* Knowledge of customer service principle.
* Knowledge of basic business principles.
1. **DUITES AND RESPONSIBILITIES**
* Selling of books and other products available at ELCT Book Shop.
* Respond to sales inquiries and concerns.
* Prepare reports and make recommendations to management.
* Perform quality checks on product and service delivery.
* Maintain and manage store as well as sales lot appearance along with cleanliness.
* Prepare sales action plans and strategies.
* Handle complaints of customer promptly and professionally.
* Develop and maintain sales and promotional materials.
* Identify new markets and opportunities.
* Perform any other duties as assigned by the ELCT Management.
1. **SALARY**

As per Church General Salary Scale.

1. **APPLICATION**

 All applications should be addressed to

 Secretary General

 Evangelical Lutheran Church in Tanzania (ELCT),

 P.O. Box 3033,

 Arusha - Tanzania.

 Deadline for submitting job application is 23rd July 2018 at 16:00hrs.

 For online application send all necessary documents to elcthq@elct.or.tz