VACANCY

SALES CLERK

Permanent Contract | Sales

Savanna Beef Operations (Pty) Ltd was established in 2023 by the Beef Value Chain Forum of Namibia and is in the process of setting up an export abattoir and a red meat processing facility between Okahandja and Windhoek. Savanna Beef Operations (Pty) Ltd is an equal opportunity employer and invites suitably qualified and experienced candidates to apply for the following position.

PRIMARY PURPOSE OF THE POSITION

The role is responsible for providing effective sales administration and customer support by building and sustaining strong customer relationships while ensuring sales transactions are handled efficiently, accurately, and in accordance with company standards to support overall business objectives.

KEY DUTIES AND RESPONSIBILITIES

- Order Acceptance: receive, process, and confirm customer orders.
- Dispatch Coordination.
- Accurately capture and maintain sales and customer information in the company database.
- Accurate record keeping of customer orders and proofs of delivery.
- Build and maintain strong customer relationships.
- Monitor outstanding accounts and ensure timely debt collection.
- Ensuring good housekeeping and hygiene practices at all times.
- Strict following of all safety procedures / requirements.
- Ad-hoc task as and when required by management.

QUALIFICATIONS, EXPERIENCE, REQUIREMENTS AND SKILLS

- Bachelor's degree in accounting and / or a related field.
- Five (5) years of experience in a sales environment.
- Experience within the FMCG environment, particularly the meat production sector: Beef, Fish or Poultry, will be advantageous.
- Namibian citizen.
- Proficient in English, being bilingual will be advantageous.
- Must be able and willing to work shifts, weekends, overtime and public holidays.

SAVANNA BEEF NAMIBIA
NATURALLY HEALTHY

APPLICATION PROCEDURE

Savanna Beef Operations (Pty) Ltd offers a competitive market-related Salary and Benefits.

Previously Disadvantaged Namibians (PDN) and women are encouraged to apply.

Submit a cover letter, providing a detailed motivation for your application, with an updated, Curriculum Vitae to the HR department. Mail your completed application to: **HR@Sbo.na**

THE SUBJECT LINE FOR APPLICATIONS SHOULD BE: SALES CLERK

No late applications will be accepted.

Only short-listed candidates will be contacted, and no documents will be returned to applicants.

CLOSING DATE FOR APPLICATIONS:

22 JANUARY 2026