



## VACANCY

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**POSITION:** Sales Officer - Flowers

**LOCATION:** Head Office, Nairobi

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<b>REPORTING TO</b>
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<b>Commercial Manager – Flowers</b>
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### Company Profile

AAA-Growers is one of the leading Kenyan exporters of different types of Vegetables, Flowers, and Avocados. We are seeking to recruit a highly skilled and passionate Sales Officer to join our flower sales team at the Head office based in Nairobi.

### Job objective

AAA Roses is a flower division within AAA Growers. At AAA Roses, we produce high quality rose stems for export. We supply a wide assortment of roses and summer flowers all over the world everyday fresh. Quality is our key deliverable, and a happy customer is our main goal at AAA Roses.

As a Sales Officer, you will be coordinating for delivery of quality flowers to clients while ensuring topnotch customer satisfaction. Greatness, Responsibility, Openness and Warmth are the values you live and work by.

### Your tasks and responsibilities

- Manage daily sales operations, including taking and processing orders.
- Communicate with clients on order adjustments and ensure all necessary documents are sent on time.
- Coordinate with the production team to ensure daily orders are fulfilled.
- Send order confirmations, pack plans, and shipping details to clients in a professional and timely manner.
- Analyze sales trends and provide reports to assist in decision-making.
- Ensure timely communication of shipping schedules and handle any issues like delays or cancellations in a professional and timely manner.
- Build and maintain strong relationships with clients, offering product advice and collecting feedback.
- Collaborate with the packaging and supply teams to meet client needs.
- Handle any customer claims promptly and professionally.

## **Your profile**

- Degree/Diploma in Business, Floriculture, Horticulture, or a related field.
- At least 3 years' hands-on experience in sales and marketing and has thorough product(flowers) knowledge
- Excellent communication and organizational skills.
- Experience in sales, preferably in the flower or agricultural industry.
- Ability to work well both independently and collaboratively with a diverse team.
- Good command of the English language, both verbal and written.
- Proficient Computer skills in MS Office applications, particularly with Excel.

## **We offer**

AAA growers has great ambitions. Innovation, technology, and quality are high priorities. This results in a challenging working environment in which you can develop yourself. AAA growers offers plenty of room for personal growth and development. We have an informal and easily accessible working environment in which cooperation is very important.

The position comes with a competitive salary as well as other benefits.

## **Your application**

If you are passionate about sales and flowers and thrive in a fast-paced environment, **Click Here to apply:** <https://www.aaagrowers.co.ke/jobapplications/>

**Deadline for Applications – Monday, 16<sup>th</sup> September 2024.**