



Agro-Chemical and Food Company Limited

EMPLOYMENT OPPORTUNITIES

Agro-Chemical and Food Company Limited is a leading manufacturer and supplier of Spirits, Bakers' Yeast and CO₂ located in Muhoroni in Western Kenya. We are looking for qualified, experienced and self-driven Kenyans with excellent interpersonal, communication, analytical, report writing and ICT skills to fill the following positions:

1. FIELD SALES REPRESENTATIVES (ALCOHOLIC BEVERAGES) – 6 POSTS

Grade	: ACFC 9
Terms of Service	: Short Term Contract for six (6) months
Salary	: Retainer of Ksh 25,000.00 + Commissions

Job Specification:

Duties and responsibilities will entail:

- i. To meet monthly, quarterly, and annual retail revenue targets and grow sales month by month.
- ii. Route plans and taking new orders.
- iii. Ensure delivery is made.
- iv. Working closely with existing distributors and attracting new ones.
- v. Development of action plans to penetrate New Markets – implement sales strategies to ensure penetration into new markets.
- vi. Follow up with clients for payment.
- vii. Compiling and analyzing sales figures and give Sales reports to management and ensure that sales reports are updated daily – sales calls, prospects, orders, collections, etc.
- viii. Keeping up to date with products and competitors.
- ix. To ensure after-sales service issues are managed in time and to the satisfaction of the customers

Person Specification

For appointment to this grade, a candidate must have:

- i. Diploma in Sales and Marketing.
- ii. 3-5 years working experience selling Alcoholic products a must.
- iii. Proficiency in computer application skills.
- iv. Valid driving licence with 2 years' experience.

Key Competencies and Skills

- i. Strong analytical skills.
- ii. Strategic and innovative thinking.
- iii. Effective communication skills.
- iv. Strong interpersonal skills.
- v. Negotiation skills.

The successful candidates will be deployed to work in the following areas: -

1. Central Nyanza – To be based in Muhoroni
2. South Nyanza - To be based in Kisii
3. North Rift - To be based in Kitale
4. Nairobi - To be based in Nairobi
5. Mount Kenya - To be based in Meru
6. Coast - To be based in Mombasa

2. FIELD STOCK CONTROLLERS – PATRIOT & MEDIPLUS – 5 POSTS

Grade : ACFC 11
Terms of Service : Short Term Contract for six (6) months
Salary : Consolidated salary - Ksh. 25,000.00

Job Specification:

Duties and responsibilities will entail:

- i. Custodian of stock records & balances.
- ii. Responsible for physical verification, regular reconciliations, and general monitoring of stock activity in the field warehouses.
- iii. Prepare and distribute daily, weekly, monthly and ad-hoc inventory levels and consumption reports to all the relevant stakeholders.
- iv. Facilitate and participate in monthly and annual stock counts in the field.
- v. Perform monthly stock reconciliations of physical counts for field warehouses and highlight variances to the sales & marketing department.
- vi. Reconcile stock deliveries with sales and actual invoices.
- vii. Support accurate and timely reporting through ensuring all stock data is updated correctly.

Person Specification

For appointment to this grade, a candidate must have:

- Certificate in Supply Chain Management or Business Administration.
- 2 years' experience in a busy FMCG environment.
- Proficiency in computer application skills.

Key Competencies and Skills

- i. Good understanding of inventory-related operational and control requirements.
- ii. Strong analytical and problem-solving skills.
- iii. Team player with good communication skills.
- iv. Ability to work with minimal supervision.
- v. Knowledge of proper bookkeeping and inventory management.
- vi. Analytical mind with ability to make accurate mathematical computations.

The successful candidates will be deployed to work in the following areas: -

1. Muhoroni Factory
2. Nairobi Liaison Office
3. North Rift Warehouse - To be based in Kitale
4. Mount Kenya Warehouse - To be based in Meru
5. Coast Warehouse - To be based in Mombasa

Applications including detailed Curriculum Vitae (CV), copies of academic and professional certificates and testimonials, names, and addresses of at least three referees, two coloured passport size photos and a copy of National Identity Card should be sent to the undersigned on or before September 03, 2021. Only shortlisted candidates will be contacted.

Resident Director & Chief Executive,
Agro-Chemical & Food Company Limited
P.O Box 18-40107
MUHORONI-KENYA

ACFC IS AN EQUAL OPPORTUNITY EMPLOYER
