

APPROVED SCHEME OF SERVICE

Organisation : National Women Entrepreneur Council (NWEC)

Post: Salesperson

Salary: : Rs 15745 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375
– 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 31525

Qualifications: A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Council.

Note:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at 'Principal Level' and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. Candidates should-

- (i) have an extrovert personality and good communication skills;
- (ii) be fluent in both English and French; and
- (iii) be computer literate

Knowledge of a third language and experience in a sales environment will be an advantage.

Duties:

1. To be responsible for the day to day running of the shop and for -
 - (a) the sale of products to the public;
 - (b) the keeping of such books as may be required for the sale of products;
 - (c) the safekeeping of cash and stores;
 - (d) the display of products in the shop;
 - (e) stockcontrol; and
 - (f) remittance of cash to bank.
2. To receive goods for the shop.
3. To provide general information to potential clients
4. To maintain a record of visitors.

5. To perform such cognate duties as may be assigned.

Note

Candidates may be required to work outside normal working hours including Sundays and Public Holidays.



Date: 9 April, 2003

April A: SOS Salesperson

