

# Vacancy:

## Sales Officer

Ref: 2019-08



Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) is a locally registered organisation first established in 1994. It is the largest indigenous provider of ophthalmic and rehabilitation services in the country. CCBRT aims to be the leading provider of accessible specialized health services in Africa and serves as healthcare social enterprise and through development programmes the community and the most vulnerable. Committed to preventing lifelong disabilities wherever possible, CCBRT is also engaged in extensive maternal and newborn healthcare (MNHC) activities including obstetric fistula repairs and is currently constructing a Maternity and Newborn Hospital.

***In line with further expansion of Ophthalmology and Optical services,  
CCBRT is looking for dynamic and energetic Sales Officer***

### The role

As part of the CCBRT Optical Team, you will receive customers, helping customer in selecting frames and dispensing right spectacles for the right person; You provide explanation on different types of frames and lenses available; You prepare sales orders, invoices and deliver to the production unit; You maintain a register for daily orders and special order ( ERP software).

You collect cash and create receipts for sales invoices; prepare cash collection report at end of every day, tally cash and handover to finance personnel; You inform customers once their spectacles are ready or reason for not ready on time. You maintain the showroom inventory and tally stock according to sales; Your prepare sales reports and claims forms for finance and communicate with insurance companies for pre-authorization.

You contribute to improvements in your daily work and effective work planning of the team in order to improve operational efficiencies and quality of work.

### The candidate

- Diploma or Degree in Sales and Marketing
- 2 experience in Sales and Marketing
- Computer literate (Preferably ERP experience)
- High level of initiative and works well in a team environment
- Excellent written and oral communication skills
- Proven excellent customer service skills

If you are interested, please submit your curriculum vitae with 2 references, a full overview of type of cases performed as practitioner, and a cover letter telling us why you believe you are the right person for the role, and why you want to work for CCBRT in particular. We are an equal opportunities employer and encourage people with disabilities to apply. Please send your application via email to: [recruitment.ccbrt@ccbrt.org](mailto:recruitment.ccbrt@ccbrt.org)

**Please indicate job reference number: 2019-08 | DEADLINE FOR APPLICATIONS: 15<sup>th</sup> August 2019**