



1 in 4 people do not have access to electricity

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

JOB DESCRIPTION: SALES SUPPORT EXECUTIVE

- Job Location:** Kenya
- Reporting to:** Sales Support Manager- Kenya
- Job Tier Level:**
- Direct Reportees:** None

Position Description

The position holder will be responsible for supporting the commercial teams meet their objectives. To this end they will be expected to evaluate and analyze sales data, from both within a company and outside. This involves collecting and examining data and using the information gathered to create coherent, intelligent reports, then presenting reports to the team and management.

R&Rs

- Compile and provide daily, hourly reports as required.
- Weekly reporting on EC stock balances.
- Conduct compliance reviews on experience centres.
- Creation of experience centres on atlas after obtaining the necessary approvals.
- Responsible for mapping changes on atlas upon approval by RBMs.
- Conduct KYC compliance checks and communicate with management.
- Following up on commission payment for SEPs and ECs.
- Any other duty that may be assigned.

KPI's

- Accurate and timely reporting
- KYC compliance.
- Innovation.



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Qualifications and Desired Experience

- Bachelor's degree in Statistics or any other equivalent qualification from a recognised institution.
- Strong knowledge of word processing, spreadsheet, database and presentation software.
- Advanced problem-solving and analysis skills.
- Superior oral and written communication skills.
- High level of organization and detail-orientation.
- Strong work ethic and willingness to take initiative.
- Good attitude toward teamwork as well as the ability to work independently.
- Demonstrated ability to multitask and prioritize.
- Excellent time management.
- Stakeholder management

How to Apply

Candidates who meet the requirements should submit their CV and cover letter to:

recruitment.kenya@dlight.com before **12th January, 2022**.

About d. light

Founded in 2007 as a for-profit social enterprise, d. light manufactures and distributes award-winning solar products designed to serve the more than 2 billion people globally without access to reliable electricity. With operations across Africa, Asia and the Americas, d. light has impacted close to 100 million lives with its products and solar solutions. For more information, visit www.dlight.com

