

## A Progressive Organization requires the services of motivated & efficient individuals on Following Posts:

Sr. #	Designation	No. of Posts	Employment Type	Minimum Qualification	Experience	Job Description
1	Manager Audit	1	Contract Basis	a) 16 Years in Finance b) 18 Years in Finance	a) 5 Year's Relevant Experience b) 2 Year's Relevant Experience	<ol style="list-style-type: none"> <li>1. Collating, checking and analysing spreadsheet data,</li> <li>2. Examining company accounts and financial control systems,</li> <li>3. checking that financial reports and records are accurate and reliable</li> <li>4. Ensuring that assets are safeguarded</li> <li>5. Preparing reports and financial statements,</li> <li>6. Ensuring procedures, policies, legislation and regulations are, correctly followed and complied with.</li> </ol>
2	Sales Supervisor	2		14 Years of education	Experience in Sales will be preferred.	Familiar with basic Customer relation services, Demand generation, Rack Maintenance, Stores Check and Balance, Maintain record of Inventory, Supervision of Sales Staff and experience at any reputable cash & carry / grocery store. Flexibility to work in different Shifts.
3	Manager Marketing	2	Contingent Basis	a) 16 Years in Marketing b) 18 Years in Marketing	a) 5 Year's Relevant Experience b) 2 Year's Relevant Experience	<ol style="list-style-type: none"> <li>1. Evaluating and optimizing marketing and pricing strategies.</li> <li>2. Analyzing market trends and preparing forecasts.</li> <li>3. Generating new business leads.</li> <li>4. Increasing brand awareness and market share.</li> <li>5. Coordinating marketing strategies with the sales, financial, public relations, and production departments.</li> <li>6. Developing and managing the marketing department's budget.</li> <li>7. Overseeing branding, advertising, and promotional campaigns.</li> <li>8. Managing the marketing department's staff.</li> <li>9. Preparing and presenting quarterly and annual reports to senior management.</li> <li>10. Promoting our brand at trade shows and major industry-related events.</li> <li>11. Keeping informed of marketing strategies and trends.</li> </ol>
4	Floor Manager	1		a) 16 Years in Marketing b) 18 Years in Marketing	a) 5 Year's Relevant Experience b) 2 Year's Relevant Experience	<ol style="list-style-type: none"> <li>1. We are looking for an organized Floor Manager to supervise all floor activity including assisting customers, monitoring staff and managing inventory.</li> <li>2. The Floor Manager is responsible for ensuring that all floor requirements are met.</li> <li>3. To be successful as a Floor Manager you should have excellent interpersonal skills and be highly organized.</li> <li>4. You must be able to delegate duties to staff members while making sure that the staff is trained for their assigned roles.</li> </ol>

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5	Assistant Admin Officer	1	Contingent Basis	a) 14 Years education b) 16 Years education	a) 5 Year's Relevant Experience b) 2 Year's Relevant Experience	<ol style="list-style-type: none"> <li>1. Provide general administrative and clerical support including typing, mailing, scanning, faxing and copying to management,</li> <li>2. Distribute mail, correspondence memos, letters, faxes and forms,</li> <li>3. Develop and maintain a filing system,</li> <li>4. Update and maintain office policies and procedures,</li> <li>5. Maintain contact lists,</li> <li>6. Maintain Leave Record,</li> <li>7. Maintain the store properly.</li> </ol>
6	Cashier	2		Intermediate in Commerce/ Accounting	2 Years' Experience in accounts field.	Familiar with basic customer services, handling of cash, Banking procedures, motivation for sales with high level of integrity & work ethics. Flexibility to work in shifts.
7	Receptionist (Female)	2		Matric	Experience in related field will be preferred.	Excellent interpersonal skills. Hand on experience of using Computer system. Should have pleasant personality and have excellent guest handling skills. Coordinate with the Administration department for any important meetings and events.
8	Salesman	7		Matric	Experience in Pharmacy will be preferred.	Familiar with basic customer services, motivation for sales with high level of integrity & work ethics. Flexibility to work in shifts. Experience in any reputable pharmacy.
9	Security Guard	2		Matric	Retired Army Personnel/ Security Guard experience will be preferred	
10	Sanitary Attendant	2		Literate	Nil	

**Interested candidates should visit official website for Details and may apply online at  
Hr723.com LATEST BY 20<sup>th</sup> March 2022.**