



Agrimark Operations Namibia is an established agricultural service group with 25 branches across Namibia. We provide an array of products and services to a diverse customer base that include agricultural producers, businesses and the general public.

COUNTER SALES CLERK – AGRIMARK KEETMANSHOOP

Job Grade – B1

The position aims to ensure that clients and their needs are addressed honorably, by processing the sales and payments accurately and promptly.

Key responsibilities include:

- Exchange of merchandise for customers and acceptance of returns
- Correct handling of invoices and credit notes at the counter
- Handling of customers' questions and their sales experience/complaints
- Day-end cash-in with Admin Clerk
- Housekeeping of the store and premises
- Adhere to health and safety regulations
- Adhere to security measures
- Ad hoc and various tasks in line with the scope and duties of this position

Qualifications, Knowledge and Skills Required:

- A valid grade 10/12 (with at least 23 points)
- 1-2 years of applied experience
- Ability to multitask and work under pressure
- Good verbal and written communication skills
- A high level of accuracy and attention to detail
- Excellent organizational skills – including the ability to multi-task and manage a number of conflicting priorities
- Professional and confident attitude
- Good interpersonal skills
- Ability to effectively work with a diverse workforce
- Computer literate
- Namibian Citizenship

Agrimark Operations Namibia subscribes to the principles of Employment Equity, and therefore, previously disadvantaged people, women and people with disabilities are encouraged to apply.

Interested candidates can apply by sending an email: hradmin@agrimark.com.na
Closing date: 22 June 2026.

Only shortlisted candidates will be contacted, thus, if you are not contacted within 4 weeks after the closing date, you must accept that your application was unsuccessful.