



We are

HIRING

Join Our Team

SALES REPRESENTATIVE GENERAL TRADE

- Minimum of a college Diploma in Sales and Marketing or a related field.
- At least two years' experience in a similar role, preferably in the FMCG or General Trade industry.
- Basic computer knowledge (Microsoft Excel, Word) for daily and weekly reporting.

HOW TO APPLY

Email us with the position title in the subject line :

sales@kayacomfort.co.ke

 www.kayacomfort.co.ke





SALES REPRESENTATIVE – GENERAL TRADE

KAYA COMFORT

Location: Nairobi, Kenya

Drive sales and distribution of Kaya Comfort's tissue, serviette, and hygiene products across an assigned General Trade route. Build and grow relationships with retailers and wholesalers, expand outlet coverage, and meet monthly volume and revenue targets. Serve as the frontline link between Kaya Comfort and the market — gathering trade feedback, enforcing recommended pricing, and ensuring products move reliably from the warehouse to the shelf.

KEY RESPONSIBILITIES

- Visiting retailers and wholesalers along the assigned route, evaluating their stocking needs, and identifying new outlets to bring on board.
- Generating leads and prospecting for new customers to grow route coverage and sales volume.
- Answering customer questions on credit terms, products, pricing, and any other queries.
- Ensuring orders are collected and submitted within stipulated timelines, using Kaya Comfort's order-processing workflow.
- Coordinating with dispatch and drivers to ensure deliveries are completed within agreed timelines.
- Meeting or exceeding monthly sales targets, in coordination with the wider sales team and Head of Sales.
- Enforcing recommended retail prices and supporting company initiatives such as promotions and in-store displays.
- Ensuring regular, consistent coverage of all customers on the assigned route.
- Applying the “no debt on debt” credit control policy — no new stock or credit issued to a customer with an outstanding unpaid balance.
- Giving prompt, timely trade feedback and market intelligence to the sales team.
- Preparing and submitting daily, weekly, and monthly sales reports, including order-processing time tracking.
- Performing any other duties assigned from time to time.





REQUIREMENTS

- Minimum of a college Diploma in Sales and Marketing or a related field.
- At least two years' experience in a similar role, preferably in the FMCG or General Trade industry.
- Basic computer knowledge (Microsoft Excel, Word) for daily and weekly reporting.

WHAT KAYA OFFERS

- Excellent verbal communication skills, with strong listening and interpersonal ability.
- Basic report writing skills.
- Able to plan, prioritize, multitask, and manage time effectively across a busy route.
- Attention to detail and adaptability to changing market conditions.
- Good knowledge of the assigned route/territory and its retail landscape.

HOW TO APPLY

Interested candidates should submit the following to sales@kayacomfort.co.ke

- An updated CV / Resume
- A brief cover letter (no more than one page) explaining your interest in the role
- Any relevant academic or work samples (optional)

Only shortlisted candidates will be contacted. Kaya Comfort is an equal-opportunity employer and welcomes applications from all backgrounds.

