NAIROBI WATER REGULATED NWDT SACCO SOCIETY LIMITED
Garden Chambers Hse, Ground Floor, Along Moktar Daddah Street, Opposite Jevanjee
P.O Box 13880 - 00100, Nairobi. Office Tel: +254 711485922
Email: info@nairobiwatersacco.co.ke / naciwasco@yahoo.com
Website: www.nairobiwatersacco.co.ke

Job description & requirements

Marketing Assistants/Sales Representatives.

LOCATION: NAIROBI.

Nairobi Water Regulated NWDT Sacco Society Ltd, a non-deposit taking Sacco regulated by Sacco Societies Regulatory Authority (SASRA) and based in Nairobi is seeking to recruit qualified, dynamic and competent individuals to fill the position of Sales Representative. The successful candidates will be based in our Nairobi head office and will be responsible for sales and member recruitment activities in Nairobi and the surrounding areas.

Key Responsibilities:

1. Recruitment and retention of members.
2. Promoting and selling Sacco products and services to existing and prospective members.
3. Establishing and maintaining positive customer relationships.
4. Visiting members and potential members to evaluate their needs and promote Sacco's products and services.
5. Assisting members with complaints on inquiries related to the society's products and services.
6. Achieving weekly, quarterly, monthly and annual targets.
7. Preparing and presenting timely weekly reports on recruitment and retention activities undertaken, and proposals for product and service enhancements
8. Any other duty assigned by your supervisor.

Minimum Qualifications & Attributes.

a. Diploma or Degree in Sales and marketing, any other business-related course.
b. Relevant experience with sales and marketing. Experience in Sacco marketing will be an added advantage.
c. Demonstrated Computer literacy.
d. Excellent interpersonal and communication skills
e. Excellent selling and negotiation skills
f. Should be a person of integrity, self-driven, aggressive, and a team player
g. Result oriented and able to meet targets.

NAIROBI WATER SACCO
Date: 19/11/28
P.O. Box 13880 - 00100, NAIROBI

Instructions.

Interested and qualified applicants are requested to address their applications to **The Chief Executive Officer, Nairobi Water Regulated NWDT Sacco Society Ltd** and submitted via email to **info@nairobiwatersacco.co.ke.** All applications must be submitted on or before **27th November 2026** application received after the closing date shall not be accepted. Only shortlisted candidates will be contacted.