



# BOTSWANA AGRICULTURAL MARKETING BOARD

## EXTERNAL RECRUITMENT

### CUSTOMER SERVICE EXECUTIVE

Botswana Agricultural Marketing Board (BAMB) seeks the services of a qualified, innovative, results oriented and self-driven individual for the position of Customer Service Executive.

#### JOB SUMMARY:

The successful candidate will be responsible for coordinating stock management activities, maintain accurate stock movement records and provide administrative support to the branch to ensure that it contributes towards the achievement of the Board's goals.

#### POSITION REQUIREMENTS

**Education:** Degree in Business Administration or equivalent.

**Experience:** At least 3 years post qualification in administration and stock management experience in a medium-large organization.

#### Competencies:

- Attention to details
- Procedural Awareness
- Product knowledge
- Crop grading
- Customer care skills
- Initiative
- Communication Skills
- Supervisory Skills
- Computer literacy
- Positive work ethics

#### SALARY

BAMB will offer a highly competitive remuneration package to the right candidate, commensurate with qualifications and experience.

Applications with detailed CVs and certified copies of certificates should be submitted not later than the **16th August 2018 and addressed to:**

**Head of Human Resources & Strategy  
Botswana Agricultural Marketing Board  
Private Bag 0053  
Gaborone**

**Or email to;**

**[recruitment@bamb.co.bw](mailto:recruitment@bamb.co.bw)**

**NB. We will only respond to shortlisted candidates**