



**TOP NOTCH EXECUTIVES LTD SPECIALIZES IN THE RECRUITMENT AND SELECTION OF MIDDLE TO SENIOR LEVEL EXECUTIVES FOR CORPORATE COMPANIES.**

WE HAVE THE FOLLOWING VACANCIES THAT REQUIRE TO BE FILLED URGENTLY. IF YOU FEEL YOU MEET THE REQUIRED CRITERIA, PLEASE APPLY EMAILING YOUR CV ALONG WITH A COVER LETTER EXPLAINING WHY YOU ARE SUITABLE TO:

[recruit@topnotchexecutives.com](mailto:recruit@topnotchexecutives.com) OR APPLY ONLINE ON [www.topnotchexecutives.com](http://www.topnotchexecutives.com)

**VACANCY 1: Financial Controller**

For a large manufacturing company in industrial area.

Age: 32- 40 years, male or female

**Job Scope:** Oversee the entire / overall financial management of the company.

**Key Responsibilities:**

- Costing of Final products
- In-charge of company's PR and marketing of company products
- Debt collection
- Interacting and liaising with the production manager and engineering team in the factory
- In-charge of internal audits and controls
- Inventory audits
- Bank liaisons and loans
- In-charge of company returns
- In-charge of financial management and advising the directors on financial matters
- Keeping up with legislation
- Taxation

**Personal attributes:** Good analytical and communication skills, both written and verbal, Accountable, credible, aggressive, adaptable, pro-active, self-manager, diplomatic and tactful, team-player, result-oriented, strong energy and drive, strong interpersonal and influencing skills.

**Minimum qualification:** A qualified chartered accountant, CPA(K) / ACCA. A college or university level degree with a minimum of 5years continuous working experience.

Very IT savvy, with good working experience of accounting packages  
A person with a bias to manufacturing will have an added advantage

**Remuneration:** An attractive package will be given commensurate with experience.



## **VACANCY 2: National Sales Manager**

For a dynamic well established distribution-oriented FMCG company.

Age: 32- 40 years, male or female.

**Job Scope:** Responsible for all sales and distributor management, and will direct and manage activities of the sales function and provide leadership towards the achievement of maximum profitability and growth in line with the company's vision. Will be required to travel nationwide regularly for effective achievement of tasks

### **Key Responsibilities:**

- Develop and implement a sales strategy for the market and ensure attainment of overall company sales goals and profitability.
- Establish and communicate sales force objectives and assist in recruiting and retaining the right sales force for effective search of sales leads and prospects.
- Monitor the environment for any opportunities or threats and make recommendations
- Distributor vetting, appointment, controlling and evaluation
- Implement marketing plans and pricing structures for select accounts
- Monthly tracking of key account volumes and profit production
- Prepare annual departmental budgets for implementation of the sales strategy
- Prepare regular sales reports to assist in key decision making on products
- Responsible for the work, performance and development of the sales team

**Technical skills:** Strong communication and networking skills, Good understanding of brand management and market research, Strong motivation and coaching skills, Cross cultural management skills, Excellent negotiation skills, Excellent resource management skills, and a strong business acumen.

**Minimum qualification:** Bachelor of commerce graduate majoring in sales and marketing with a minimum of 10 years experience in sales and marketing, 5 of which is at a senior management level in an aggressive, distribution-oriented FMCG environment.

Masters degree will be an added advantage.

Proven track record of consistent high performance in sales with strong leadership skills.

Must be fully familiar with and competent in Ms. Office packages and use of analytical tools to support business presentations.

**Personal attributes:** Accountable, credible, aggressive, adaptable, motivating, proactive, self-manager, diplomatic and tactful, team-player, result-oriented, strong energy and drive, strong interpersonal and influencing skills.

**Remuneration:** Salary offered is Kshs. 200,000.



### **VACANCY 3: Executive Assistant to Directors**

For a well established FMCG company in westlands – Guj hindi speaking preferably to be able to communicate with their clientele.

#### **Key Responsibilities:**

- Coordinating professional schedules across multiple projects and companies
- Assisting in managing personal schedules of the Directors
- Managing travel arrangements
- Handling and screening phones and emails as assigned
- Replying to Directors emails in their absence to ensure work continues at a fast pace.
- Assisting with a variety of errands
- Coordinating with vendors and staff
- Coordinating document traffic
- Maintain a busy and ever-changing Directors' calendars.
- Monitor business and personal expenses
- Monitoring timelines across a broad range of personal and professional projects
- Update and manage databases and contacts for the directors
- General administrative functions

**Personal attributes:** Outstanding organizational skills, ability to multi-task and switch gears quickly, should be ready to work for long hours, should be self-motivated and energetic, Poised and polished with a professional mindset, ability to prioritize executive tasks, very trustworthy, loyal and confidential and have superior judgment with confidential matters.

**Minimum qualification:** Bachelor's degree from college or university, excellent computer skills, Exceptional written and verbal communication skills.  
A minimum of 3years related experience.

**Remuneration:** An attractive package will be given commensurate with experience.