



TERMS OF REFERENCE LEARNING MATERIALS INTERN

Objective

The main objective of hiring an intern is to provide sales and marketing support to the Health Learning Materials unit using regulations, and procedures of the organization

Job Title: Health Learning Materials Intern

Reporting to: Jane Ireri/Regional Librarian

Required Qualifications: Degree/Diploma in Sales and Marketing

Duration: The duration of the internship will be 6 months

Main Duties:

- Stock management through updating of stock cards in the bookstore and bookshop
- Keeping a running inventory of Amref Health Africa books and other publications.
- Preparation of weekly sales macros, monthly and annual reports on the performance of the unit
- Involved in stock –take exercises and preparation of stock take report as required.
- Maintaining the HLM display/s and conducting actual selling activities
- Preparing invoices, orders and dispatching Amref Health Africa publications in line with set procedures
- Handling the bookshop's daily cash sales and surrenders the same to the finance office
- Maintaining records of daily sales according to set procedures
- Ensures high level attention to all customers and providing feedback to issues as necessary.
- Receiving book orders including checking online and mail orders
- Processes orders and making arrangements on delivery depending on customer location.