



AgStar PLC is a leading supplier of agri-inputs and a wide range of fertilizers, seed and planting materials, crop care products, and Agri Technologies to the local market with more than two decades of trust. Business growth and expansion have created career opportunity for the following position.

Internship – Sales Coordination

Key Responsibilities

- Assist the sales team with coordination and administrative support.
- Maintain sales records, reports, and documentation.
- Support communication between sales, marketing, and operations teams.
- Assist in preparing presentations, quotations, and sales reports.
- Follow up on internal tasks and ensure timely completion.

Key Requirements

- Currently pursuing or recently completed a degree or diploma in Business, Marketing, Sales, or a related field.
- Strong organizational skills with good attention to detail.
- Good written and verbal communication skills.
- Ability to multitask and meet deadlines.
- Basic knowledge of MS Office.
- Willingness to learn and take initiative.
- Ability to work well in a team environment.
- Preference will be given to candidates residing in close proximity to Ja-Ela.

Are you ready to accept our challenge?

This internship offers a valuable platform for professional development, providing practical experience and exposure to real-world business operations.

Interested candidates, please send your CV with two non-related referees to mellisaf@agstaragri.com within 7 days of this advertisement.

