



Sound Mind Company Ltd

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Address: Kimironko, opp. to Haguruka

Job announcement

Sound Mind Company Ltd announces to the public that is recruiting two (2) qualified & motivated employees fulfilling the requirements on the positions as below described in the table:

About the company

Sound Mind Company Ltd is a local and legally registered private profit firm, working in education sector. It is committed to filling the gaps in practice of education by supplementing the governmental policy and ministerial directives for educational quality. Dating from 2015, Sound Mind Company Ltd provides services of education consultancy, designing & selling most adaptive learning & teaching materials (books), teaching languages, translation & interpretation, offering remedial courses to students, proofreading & book editing as well as mentoring in modern parenting. Our office is located at **Kimironko** on the main road opposite to **Haguruka** in Kigali City, Rwanda.

Positions	Requirements	Duties/Responsibilities
1) Sales & Accounting Officer (SAO)	<ul style="list-style-type: none">▪ A0 or A2 in accounting or in other related fields▪ Fluency in English, knowledge of French & Swahili is an added value▪ Being loyal & social▪ Being flexible for learning▪ Be ready to settle at the work	<ul style="list-style-type: none">• Evaluating the treasure value• Asset management & finance• Trading (selling) and its follow up• Handling tax related issues• Preparing annual business budget• Bookkeeping and its presentation• Carrying out other required tasks
2) Sales and marketing Officer (SMO)	<ul style="list-style-type: none">▪ A2 or A0 in marketing, business studies, accounting and other related fields▪ Strong persuasive communication skills▪ Being skillful with social media & networking▪ Being creative & innovative	<ul style="list-style-type: none">• Finding out & converting new clients• Planning marketing activities• Meeting prospects and closing deals• Collecting information on the market• Negotiating for business deals• Dealing with advertising activities• Presenting and promoting the company to the external world (PR)

The qualified and interested candidates are encouraged to submit their application documents composed of a **cover/application letter**, a detailed **CV/résumé**, a copy of **degree or government certificate of advanced education** and the copy of **ID** via soumico10@gmail.com no later than **Sunday 31st July, 2022**. The next step of the process will be communicated to the selected candidates afterwards. Contact this number: **0788 706 995** on WhatsApp line or by call, for any relevant communication.

Eustache Kayiranga

Managing Director

