

JOB TITLE		SALES ASSOCIATE	
JOB OBJECTIVES:			
<ul style="list-style-type: none"> ○ Sell the company's products and services to customers. 			
DEPT/DIVISION:		REPORTS TO:	SUPERVISES:
Sales		Team Lead, Sales	<ul style="list-style-type: none"> ○ Nil
RELATIONSHIPS:			GRADE:
Customers			DS
JOB RESPONSIBILITIES:			KEY PERFORMANCE INDICATORS:
Sales <ul style="list-style-type: none"> ○ Determine strategies to generate leads. ○ Systematically review assigned territory to ensure prospects are contacted on a prescribed, periodic basis. ○ Acquire new customers by conducting door-to-door canvas, appointment or referral solicitation in assigned territory. ○ Assist prospect in the successful completion of loan applications and details of required documentation. ○ Secure customer application at the place of primary assignment ○ Improve sales presentation and knowledge of products, services and rates. ○ Attend sales meetings as required. ○ Maintain required record keeping and reporting of all sales and after-sales activities. ○ Contact customers and follow-up on fund utilization 			<ul style="list-style-type: none"> ○ Achieved Sales Target ○ % KYC breach ○ Collection Rate ○ % Training Evaluation ○ (Internal) Customer Feedback
COMPETENCE REQUIREMENTS			APPLICATIONS & TECHNOLOGY
FUNCTIONAL <ul style="list-style-type: none"> ○ Excellent written and verbal communications skills ○ Attention to detail ○ Proactive; takes initiative 		BEHAVIORAL <ul style="list-style-type: none"> ○ Self-Assured, Confident and Assertive ○ Ability to speak local dialect ○ Ability to work independently, with minimal supervision ○ Follow-through skills ○ Effective listening skills ○ Customer Relationship Management ○ Negotiation and Persuasion skills ○ Continuous Learning & Improvement 	<ul style="list-style-type: none"> ○ Mambu ○ Crelend ○ Mosulend
			WORK CONDITIONS
			<ul style="list-style-type: none"> ○ A typical work environment in financial services. ○ Frequent walking for 4 to 6 hours per day ○ Daily exposure to outside environment, including inclement weather
JOB SPECIFICATION			
Educational Qualification		<ul style="list-style-type: none"> ○ Diploma/First Degree 	
Professional Qualification		<ul style="list-style-type: none"> ○ N/A 	
Desired Experience/ Knowledge		<ul style="list-style-type: none"> ○ Less than 1 year 	