

## Job Specification - Sales Executive

### Key Deliverables of the Sales Executive

1. Sales:
    - i. Market the Payday Product to all targeted employers, ensuring that specifications, advantages and specific processes related to the product are properly explained to potential clients.
    - ii. Achieve activity and conversion rates for the Payday Product as provided from time to time.
    - iii. Increase market share driven by the set targets for the financial year.
    - iv. Achieve 100% (one hundred percent) of new Payday M1 Sales Budget as provided from time to time.
    - v. Plan, organise and conduct business presentations within the different employer/government departments throughout the country in order to gain additional Payday Business for the Company.
    - vi. Capture all Payday Loan Applications as and when required, maintaining accuracy in screening these loan applications for credibility to minimize the chance of fraudulent applications.
    - vii. Build and maintain relationships with all HR/Payroll officials linked to Payday Employers.
  2. Service:
    - i. Attend to all client queries, irrespective of the nature of the query, and maintain documentary records of same.
    - ii. Ensure that the Company's corporate values are fully represented in delivering exceptional service to our clients.
    - iii. Maintain Payday Product knowledge and fluency thereof.
    - iv. Ensure high levels of service to customers in line with management expectations as will be expressed from time to time.
  3. Collections:
    - i. Liaise with the cash management team to ensure that accurate pay dates are sourced from payday employers to enable a smooth collections process.
  4. Management:
    - i. Safeguard and accurately report on all assets under your control.
    - ii. Ensure that the vehicle allocated to you is kept in good condition at all times. Ensure that you provide weekly reporting on the physical condition, fuel consumption and mileage recordings. Any incidents relating to the vehicle must be reported timeously and accompanied by the relevant incident and police report.
    - iii. Daily, weekly and monthly reporting to management on progress of all sales and marketing activities, including measurements against sales targets.
    - iv. Liaise with the Branch Managers concerning Payday product sales and organise the sales team in ensuring that payday deals are concluded speedily and disbursed within the 1 (one)-hour turnaround time.
    - v. Maintain, track and analyse all Payday sales related statistics daily, weekly and monthly and supply the Sales Manager with updated analysis of the results and trends on a daily, weekly and monthly basis.
  5. Record Keeping:
    - i. Ensure compliance to all Standard Operating Procedures ("SOP's").
    - ii. Ensure that full and comprehensive documentary records are maintained.
    - iii. Compilation of weekly and monthly reports as and when required.
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- iv. Assist with daily updating of the new Payday M1 Business Control Register.

## **Reporting Structure**

The Sales Executive will report to the General Manager.

## **The Candidate**

We seek the following in our desired candidate:

### ***Qualification Requirement***

1. A relevant tertiary qualification is essential.
2. A valid Driver's License is a requirement of the role.

### ***Experience / Background Preference***

1. The company will only look at candidates who have no less than THREE years related work experience in a high-performance sales environment.
1. Previous experience within the financial services or insurance sector is essential.
2. Previous experience within the Microfinance sector will be advantageous.
3. Previous sales and/or new business development experience is essential.
4. A strong analytical ability is a requirement of the role.
5. A strong command of English, both written and verbal is a requirement of the role.

### ***Key Competencies***

The successful candidate will need to demonstrate the following:

1. A strong customer service focus.
2. Sales and business development skills.
3. A passion for financial markets.
4. Self-assurance and a confident manner.
5. The ability to influence and persuade others.
6. Strong interpersonal and communication skills, both verbal and written.
7. Strong time management skills - the ability to prioritise and manage workflow.
8. A strong work ethic.
9. Strict attention to detail.
10. A self-starter who is proactive, shows initiative and displays high levels of self-motivation.
11. Ability to work and think independently.
12. An inquisitive nature and desire to learn.
13. A friendly approach and the ability to influence and persuade others.
14. Ability to build strong relationships with team members, company management and clients.
15. Be alert to changing situations, show flexibility in approach, adaptability in difficult circumstances and continuously strive to achieve meaningful results.

## **Location**

The position is based at our Leribe office located at Room A3, Seanamarena Building, Hlotse, Leribe but extensive travel across the country will be required.

## **Compensation**

A competitive remuneration package, which will be commensurate with the technical skills and experience of the successful candidate.

Please forward applications to [careers@lesana.co.ls](mailto:careers@lesana.co.ls)

If you do not hear from us within two weeks, please consider your application for this particular vacancy unsuccessful. In this instance, please be assured that we shall retain your application and will be in touch should a suitable opportunity arise in the future.