



SELECT LIMITED

powered by Select Africa

Job Specification - Field Sales Consultants

Main Purpose of the Role

To introduce prospective clients and assist them to apply and subscribe to Select's Products strictly in compliance with Select's Operational Procedures as may be amended from time to time.

The key responsibilities are:

- a) Establish a weekly planner indicating set targets for the week as set by the designated line manager in accordance with the monthly targets of the sales team, of which you shall form a part.
- b) Populate the Pre-Sales Application on the ILS system, with activation, appointment and prospect data, on a daily basis.
- c) Report every morning or as otherwise instructed, to your designated team leader and/or line manager to assess progress and to file a daily report at close of business in a format to be discussed with the team leader and/or line manager.
- d) Conclude loans per month to a total minimum value as will be provided from time to time, and in accordance with the product sales requirements as may be communicated from time to time.
- e) Provide complete and accurately written records of all daily activities conducted, including but not limited to employers seen, individual applicants or potential applicants interviewed or interacted with and contact numbers of same. The format and reporting frequency hereof will be as agreed with your line manager(s) from time to time.
- f) Evaluate customer service levels and recommend areas of improvement
- g) Attend all client enquiries with excellent and friendly customer service.
- h) Provide assistance to the service centers, operations and collections on queries and give feedback from time to time.
- i) Build and consolidate the Select brand and image.
- j) Improve levels of service for staff and customers and enhance internal operational efficiencies.
- k) Maintain suitable and adequate documentation of all work performed.

Skill and attributes

- Strong analytical skills
- Strong written and oral communication skills
- Ability to pay close attention to detail
- Ability to interact with all levels of staff within the organisation
- Ability to work independently yet be a team player
- Ability to meet deadlines, work under pressure and flexible hours

Experience / Background Preference:

1. Experience within the financial services industry (preferably Microfinance or Insurance) is essential.
2. A good command of English, both written and verbal, is a requirement of the role.

Compensation:

The company offers attractive commission-based remuneration.

Location: Field Sales Consultants will be based in all regions throughout the country. Priority will be given to Agents who already reside in Select's areas of business.

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Select Limited (Incorporated in the Kingdom of Eswatini - Reg. No. 135 of 1999)

Directors: T Dladla, M M Dlamini, S M Ginindza, S K O'Sullivan* (*South African)

Please submit your applications including application letter, CV and certified copies of educational certificates to Select's Branches or email to recruitment@selectafrica.net

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