



Sales Consultant (Maseru Central Branch and Thaba-Tseka Branch)

Job Specification

Key Deliverables of the Sales Consultant

1. Achieve 100% of the branch sales budgets as provided from time to time.
2. Achieve 100% of the product split as provided from time to time.
3. Attend to all incoming client new business enquiries and advise clients on the most appropriate product suitable for their needs.
4. Capture all loan applications, maintaining accuracy in screening these loan applications for credibility to minimize the chance of fraudulent applications.
5. Attend to all client queries, irrespective of nature and keep documentary records of same.
6. Assist with daily updating of the New Business Control Register.
7. Ensure high levels of service to customers, in line with management expectations as will be expressed from time to time.
8. Manage and oversee company assets in your custody and ensure updated fixed asset registers at all times.
9. Manage branch petty cash in line with the relevant SOPs.
10. Manage activities of Agents in your region and ensure that branch targets are achieved. Also manage Lead Generators and assist them

Reporting Structure

The Sales Consultant will report to the Branch Manager.

The Candidate

We seek the following in our desired candidate:

Qualification Requirement

1. A relevant tertiary qualification is preferable.

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. Proven proficiency in Microsoft Office applications (Microsoft Excel, Outlook, word and PowerPoint)
3. Sales and business development skills.
4. A passion for financial markets.
5. Self-assurance and a confident manner.
6. The ability to influence and persuade others.
7. Strong interpersonal and communication skills, both verbal and written.
8. Strong time management skills - the ability to prioritise and manage workflow.
9. A strong work ethic.
10. Strict attention to detail.
11. A self-starter who is proactive, shows initiative and displays high levels of self-motivation.
12. Ability to work and think independently.
13. An inquisitive nature and desire to learn.
14. A friendly approach and the ability to influence and persuade others.
15. Ability to build strong relationships with team members, company management and clients.

Location

These positions are based at **Maseru**.

By nature of the group, travel may be required from any staff member of the company from time to time.

Compensation

An annual cost to company remuneration package, which will be commensurate with the technical skills and experience of the successful candidate.

Please forward your applications in strictly PDF format to careers@lesana.co.ls