



Job Opening
Sales Executive
Ref: AFD/SU/11-07-2018 **edited version**

1 IDENTIFICATION

1.1	Job title	Sales Executive
1.2	Function	Sales Unit
1.3	Physical Location	Wilson Airport, Nairobi

2 MAIN PURPOSE OF JOB
 To sell and grow AMREF Flying Doctors Maisha cover

3 PRINCIPAL RESPONSIBILITIES

Key area	Activities
Sales	<ul style="list-style-type: none"> Proactively identify and generate new business opportunities by following up on sales leads in order to attain a conversion rate of not less than 75% of the highroad pipeline monthly. Successfully close sales opportunities and proceed to create lasting relationship that will help with individual sales quota.
Relationship Management	<ul style="list-style-type: none"> Build healthy long lasting business relationships with customers by providing excellent account management service to all accounts. Help clients to understand features and benefits of AMREF Flying Doctors (AFD) products Assess customer's experience after service delivery and provide feedback to AFD.
Customer Service	<ul style="list-style-type: none"> Develop key internal departmental relationships to ensure commitments to clients are delivered to the highest possible standards
Business Planning	<ul style="list-style-type: none"> In conjunction with supervisor, participate in planning customer acquisition activity Keep accurate records of all sales activity and outcomes Provide accurate forecasts of sales revenue Provide management with feedback on emerging market trends and activities in order to support innovation
Communication	<ul style="list-style-type: none"> Prepare proposals and make presentations to clients Present confidently to senior business leaders
Marketing and Public Relations	<ul style="list-style-type: none"> Support marketing communication and public relations activity as and when needed

4 Reporting Relationship

The position reports to the Sales Manager

5 Professional Qualification & Experience

- Bachelor's degree in Commerce/Business Administration or Sales
- Professional training in sales
- 5 years and above consecutive working experience in sales, particularly selling to businesses.
- Selling insurance and experience as an insurance sales agent is an added advantage

6 Skills and Abilities

- Confidence and tenacity in opening conversations both in a formal or informal setting
- Excellent written and oral communication and negotiation skills
- Discipline, resilience (bounce back), attention to detail and a positive outlook whilst proactively pursuing business opportunities
- An ability to convey excitement around how AFD solutions bring value into a client's business context

7 Person Specification

- Ability to influence, work with and present to business decision makers with confidence while demonstrating a high level of business acumen
- Strong interpersonal skills with the ability to build relationships with internal and external clients
- Goal oriented individual with strong reserves of energy, enthusiasm and 'bounce back'
- Professional attitude and appearance.

If you meet the criteria and have the passion to contribute to the leading African-based Aero Medical and Health Assistance service provider, submit your letter and CV quoting the reference number for the position on the subject line of the email to Vacancies@flydoc.org. Deadlines for submission is **18th November 2018**.

Feedback will be given to shortlisted candidates only.

NOTE: AMREF Flying Doctors does not require applicants to pay any fee at whatever stage of the recruitment and selection process.