

# JOB OPENING

## SALES INTERN REF: AFD/SU/03-2020

### 1. IDENTIFICATION

<b>Job title</b>	Sales Intern
<b>Reporting to</b>	Sales Manager
<b>Function</b>	Sales Unit
<b>Duration</b>	3-months Internship Program
<b>Physical Location</b>	Inside Wilson Airport, Nairobi

### 2. MAIN PURPOSE OF JOB

We are looking for committed, deadline-driven Sales Interns to join our excellent Sales team. The sales interns will assist in various stages of the sales funnel, including sales, creating Awareness of new offerings, generating leads, and retaining customers.

The successful sales interns should be able to spot opportunities that have been overlooked by others. Outstanding Sales Interns are problem solvers, who know the value of building lasting, Professional relationships with clients.

### 3. PRINCIPAL RESPONSIBILITIES

Key Areas	Extend of Discretion
<ol style="list-style-type: none"> <li>1. Identify and develop a sales pipeline and aggressively market for new profitable status customers from the identified target sectors.</li> <li>2. Revenue and profit generation, including new business development for the company.</li> <li>3. Prepare daily, weekly and monthly reports to assist in measuring market share, renewal trends and demand. In addition, prepare status reports on client meeting and sales strategies</li> <li>4. Identify and act on cross-selling opportunities.</li> <li>5. Ensure intermediaries are kept up to date with relevant AFD information.</li> </ol>	

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| <ol style="list-style-type: none"> <li>6. Provide a channel of communication between AFD, Intermediaries and Suppliers to ensure USSD is working.</li> <li>7. Attend related industry events to push for brand awareness and acquire new contacts.</li> <li>8. Maintain timely and accurate information within company CRM database.</li> <li>9. Facilitate and ensuring timely collections of payments as per the company's credit policy</li> <li>10. Making regular visits in order to maintain relationships with the intermediaries, prospective clients and current ones.</li> <li>11. Giving competitive quotations to intermediaries and following up for the same and close sales.</li> <li>12. Keeping records of customer interactions and transactions and making sure that the same has been logged to the CRM.</li> <li>13. Promoting AFD products and services to customers and negotiating contracts with the aim of maximizing profits.</li> <li>14. Attending to any other duty delegated by the Assistant Sales Manager or the sales Manager.</li> <li>15. Perform any other administrative work related additional tasks</li> </ol> |  |
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In return, you will gain hands-on experience working on challenging, meaningful projects with guidance from a mentor and other members of our team.

## **4. MINIMUM QUALIFICATIONS**

### **4.1 Education**

- Diploma in Business related course from a recognized an accredited university.
- Excellent interpersonal and communication skills
- Ability to work in a fast-paced team environment
- Experience with PowerPoint, Word, and Excel preferred

### **4.2 Competencies**

- Good communication, articulate with presentation
- Team player
- Emotional stability
- Time management skills
- Hustler mentality
- Self-motivated and confident

#### **4.3 Company, policies, Systems, procedures and methods**

- Knowledge of AMREF Flying Doctors' policies in relations to this function and its administration as they impact on business operations

### **5 ENVIRONMENTAL CONDITIONS**

#### **5.1 Work environment**

- 24-hour response required whenever necessary within a 24-hour work environment
- Work is performed in an office environment with client's visits

**NOTE: If selected, successful applicant must commence the internship immediately.**

#### **How to apply:**

If you have the passion to contribute and be part of the leading African-based Aero Medical and Health Assistance service provider, submit the following to: [Vacancies@flydoc.org](mailto:Vacancies@flydoc.org) by Wednesday 11th March 2020 with a reference number:- AFD/SU/03-2020 on the subject line of your email. Provide an updated CV in PDF and Cover letter specifying the motivation to be part of AMREF Flying Doctors (AFD) team.

**Please note that feedback will be given to shortlisted candidates only.**

**AMREF Flying Doctors is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. AFD is an equal opportunity employer and has a non-smoking environment policy.**

**YOU ARE NOT REQUIRED TO PAY ANY FEES TO APPLY FOR JOBS IN  
AMREF FLYING DOCTORS**