



**JOB OPENING
SALES INTERN
REF: AFD/SU/07-2020**

1. IDENTIFICATION

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|--------------------------|--------------------------------|
| Job title | Sales Intern |
| Reporting to | Sales Manager |
| Function | Sales Unit |
| Duration | 3-months Internship Program |
| Physical Location | Inside Wilson Airport, Nairobi |
| Availability | Immediately |

2. MAIN PURPOSE OF JOB

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

The successful candidate should be keen to identify opportunities, be a problem solver with a view of building a lasting professional relationship with clients.

In return; you will gain hands-on experience working on challenging, meaningful projects with support from members of our sales team.

3. PRINCIPAL RESPONSIBILITIES

| KEY RESPONSIBILITIES | MAIN TASKS | EXTENT OF DISCRETION |
|-----------------------------|---|-----------------------------|
| Sales Pipeline | <ul style="list-style-type: none"> • Identifying and developing a sales pipeline and aggressively marketing for new customers from the identified target sectors • Generating revenue and profit including new business development for the company • Identifying and acting on cross-selling opportunities • Giving competitive quotations to intermediaries and following up on the same to close sales. • Learning different aspects of the sales cycle and different techniques used for indoor sales. • Setting and achieving targeted goals and objectives for business development and sales. • Facilitating and ensuring timely collections of payments as per the company’s credit policy | In liaison with supervisor |

| KEY RESPONSIBILITIES | MAIN TASKS | EXTENT OF DISCRETION |
|---------------------------------|---|---|
| Reporting | <ul style="list-style-type: none"> • Preparing daily, weekly and monthly reports to assist in measuring market share, renewal trends and demand with your supervisor • Timely preparing of the status reports on client meetings and sales strategies | In liaison with supervisor |
| Communication | <ul style="list-style-type: none"> • Learning AFD products, services, industries and operations • Ensuring all the intermediaries are kept up to date with relevant AFD products information • Providing a channel of communication between AFD, intermediaries and suppliers to ensure USSD is working at all the time. • Effectively communicating and listening to customers' needs • Professionally answering calls and finding a solution to the customer | In liaison with supervisor |
| Activation and Promotion | <ul style="list-style-type: none"> • Attending related industry events to push for brand awareness and acquire new contacts for sales lead • Promoting AFD products and services to customers and negotiating contracts with the aim of maximizing profits. | In liaison with supervisor |
| CRM Database | <ul style="list-style-type: none"> • Entering and updating client information in customer relationship management (CRM) system used by AFD • Keeping records of customer interactions and transactions and making sure that the same has been logged to the CRM. • Organizing client contact lists, schedule, performing and updating contacts made in CRM. | In liaison with supervisor/assigned staff |
| Customer Service | <ul style="list-style-type: none"> • Making regular visits in order to maintain relationships with the intermediaries, prospective and current clients • Offering excellent customer service to customers before and after sale | In liaison with supervisor/assigned staff |
| Sales Team Support | <ul style="list-style-type: none"> • Providing administrative support to the sales department i.e. assisting with filling, ensuring there is stationeries etc. as per the departments needs • Attend to any other work-related duties assigned by the Assistant Sales Manager or the Sales Manager | |

4. MINIMUM QUALIFICATIONS

- Bachelor's degree in marketing, Communication, BBIT, Business administration, Finance or economics from a recognized Institution.

4.1 Preferred Experience and Knowledge

- One years' work experience or prior internships in sales and marketing role in a commercial or insurance industry.
- Proficiency in ICT (word, excel, power point, CRM system, outlook, internet)

4.2 Skills and Competencies

- A positive attitude for learning
- Ability to communicate clearly both written and verbally
- Ability to demonstrate/learn good presentation skills
- Ability to work in and within a team
- Ability to work in a fast faced environment
- Ability to be creative, self-motivated and confident.
- Ability to manage time effectively
- Ability to be independent minded and solutions oriented.
- Ability to exhibit good customer care skills
- Application of a business mindset and emotional intelligence
- Ability to demonstrate a hustler mentality

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

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

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 by **Friday 7th August 2020** with a reference number:- **AFD/SU/08-2020** 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