

JOB DESCRIPTION
Job Ref No.HR/002/18

Position Title: Direct Sales Representative

Division: Retail Banking

Location: Nairobi Region: Eastern Region: (Kitengela, Machakos, Seku, Thika, Embu, Meru, Maua, Garissa, Wajir) Coast Region: (Malindi, Ukunda, Nkrumah, Mombasa, Changamwe, Kilifi, Bondeni, Nyali) Rift & Western Region: (Eldoret, Moi's Bridge, Kitale, Kapsabet, Kericho, Bomet, Nandi Hills, Migori, Kisii, Kakamega, Bungoma, Awendo, Kisumu, Busia) Central Region: (OngataRongai, Kiambu, Nyeri, Karatina, Nakuru, Narok, Ruiru, Isiolo, Limuru, Molo)

Reporting to: Branch Manager

Position scope

Reporting to the Branch Manager, the Direct Sales Representative will be responsible for acquisition and growth of sustainable Bank Business.

Key responsibilities

- Selling Retail Bank products and services in order to ensure sustainable business growth
- Actively take part in sales activities organized by the Bank in order to acquire business
- Offer excellent customer experience while interacting with customers on different channels
- Gather feedback from customers on Bank products and their experience to seek improvement
- Daily sharing of business acquisition reports
- Continuously seek to deepen knowledge on the Bank's offering and the Industry trends

Experience, Skills & Personal Attributes:

- Excellent communication skills both oral and written
- A confident person who is self-driven with strong interpersonal and negotiation skills.
- A person of integrity and with good negotiation skills.
- Ability to be an agent of change and Innovate with a strong desire to excel.
- Ability to deliver set business targets and service with minimum supervision.
- Flexible and willing to travel on short notice.
- Age: 20 years – 35 years

Job Requirements:

- Must have a minimum Mean Grade of C plain
- Degree or Diploma in a business related field from a recognized institution
- Experience in sales will be an added advantage
- Computer literacy – MS Office Suite

The above position is on a one year contract basis and remuneration is Commission based.

How to Apply:

Interested candidates who believe that they meet the above criteria should send their CV and application letter quoting the position title & preferred Region / Town stated above to: Recruitment@nationalbank.co.ke by **Thursday, 24th May 2018.**

- Please note that applications received after the deadline will not be considered.
- One must be residing within the location preferred.

Only shortlisted candidates will be contacted for the next stage/s of the process.