

JOB PROFILE

Position Title:	Sales Representative
Available position/s:	300
Division:	Retail Banking
Department:	Retail Sales
Location:	Various
Reporting to:	Branch Manager

Position Scope:

This position is 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.

Education/Professional Qualifications, Skills & Experience:

- Must have a minimum Mean Grade of C plain.
- Degree in any field from a recognized institution.
- Computer literacy – MS Office Suite
- 1 year working experience in Sales in a financial Institution will be an added advantage.
- 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.

How to Apply:

- Send your CV and application letter showing how you meet the role requirement stated above to: Recruitment@nationalbank.co.ke and fill the mandatory bio data form link attached (<https://forms.office.com/r/mJwaE3mWeE>) by **Friday, 24th October 2025**
- Indicate Name of Job on email subject.
- Please note that applications received after the deadline will not be considered.
- Only shortlisted candidates will be contacted for the next stage/s of the process.