

# WE ARE HIRING

## JOIN OUR TEAM



### 1. JOB PURPOSE STATEMENT

Reporting to the Business Development Executive, the **Sales Executive – Merchant Acquiring (Various Locations)** will direct the Sales Consultants under them to attain everyday sales target and surpass expectations of customers and will be posted in the following regions: -

- 1) **Central Rift Region**
- 2) **Mt. Kenya Region**

### 2. KEY RESPONSIBILITIES

- Endeavor to establish an outstanding working relationship with service providers in designated field.
- Bargain or support bargaining with key essential service to enhance the cost structure.
- Prepares annual, quarterly, and monthly update accounts on current opponents or business possibilities.
- Work together with colleagues from other departments to improve efficiency and overall service delivery.
- Give prompt reports on crucial issues to direct senior officer, suggest answers where obtainable.
- Supervise essential key account possibilities.
- Make propositions, give suggestions, and designate sales target and job obligations to each sales staff.
- Appraise performance of staff, give suggestions, reward or award punishment, and offer proposals on dismissal of personnel where applicable.
- Recommend hiring additional staff and make required resources available to accomplishing target objectives and goals.
- Solicit for other job duties needing attention to enhance service and improve customers' contentment to a reasonable extent.
- Take part in interview of candidates while supporting decision making to hire successful applicants.
- Offer inspiration and training of internal sales personnel on how to attain business sales objective.
- Assist team managers to intensify sales via training on sales methods.
- Generate action plans to enhance performance and productive capacity of underperforming personnel.

### 3. MINIMUM EXPERIENCE

#### 3.1. Job Requirements

- Must have a minimum Mean Grade of C plain in KCSE
- Experience in sales will be an added advantage
- Computer literacy – MS Office Suite
- Graduate from an accredited college with minimum of three years practical experience in Merchant Acquiring.

#### 3.2. Experience, Skills & Personal Attributes:

- Ability to direct and be a mentor on the sales ground by actively working to attain everyday sales objectives
- Excellent communication skills both oral and written
- An outstanding supervisory experience.
- Demonstration of positive team player spirit and cooperative sales skills within the organization.
- 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 Innovation 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 – 30 years

**A high level of personal integrity and adherence to high ethical standards are expected of you**

To apply, send your CV to [recruitment@ipayafrica.com](mailto:recruitment@ipayafrica.com) with the subject: **Sales Executive – Region you are applying for.**