



<b>Job title:</b>	<b>Sales Executive</b>
<b>Purpose of job:</b>	
Responsible for all sales activities in assigned accounts or regions. Manage quality and consistency of product and service delivery. Identifies objectives, strategies and action plans to improve short- and long-term sales and earnings.	
<b>Key responsibilities:</b>	
<ul style="list-style-type: none"> <li>• To source for new guarding and electronic systems clients as per the monthly targets.</li> <li>• To source for extra business from existing clients as per the monthly targets.</li> <li>• To conduct security surveys for new and existing clients and prepare and deliver to the client the survey reports within the stipulated timeframe.</li> <li>• To prepare appropriate quotations and deliver to the clients with stipulated timeframe.</li> <li>• To follow-up on all quotations and given and submit weekly reports.</li> <li>• Communicate to concerned departments of confirmed/ongoing jobs within reasonable timeframe.</li> <li>• Analyze business proposal responses and prepare weekly reports.</li> <li>• Ensure that service contracts are signed before commencement of the service.</li> <li>• Collection of all relevant fees from the client as per the contract terms.</li> <li>• Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.</li> <li>• Carry out regular visits to clients to monitor Customer Satisfaction.</li> <li>• Undertake customer opinion surveys in respect to sales.</li> <li>• Organize sales exhibitions and promotions.</li> <li>• Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.</li> </ul>	
<b>Key competencies/skills</b>	
<p>Problem-solving and analytical skills to interpret sales performance and market trend information.</p> <p>Proven ability to motivate and lead the sales team. Experience in developing marketing and sales strategies.</p> <p>Excellent oral and written communication skills, plus a good working knowledge of Microsoft Office Suite is required.</p> <p>A clean and valid driver's license.</p> <p>Thorough understanding of marketing and negotiating techniques</p> <p>Self-motivated with a results-driven approach</p> <p>Aptitude in delivering attractive presentations</p>	
<b>Required qualifications/experience</b>	
<p>A university degree in Sales and marketing or business studies is preferred</p> <p>Minimum of three (3) years of related experience or training in Service sector</p> <p>Please send your CV to <a href="mailto:careers@securex.co.ke">careers@securex.co.ke</a> if you meet the requirement.</p>	