

**EXTERNAL JOB POSTING**

ROLE PROFILE	
Role Title:	Sales Agent
Department:	New business sales unit
Direct Reports:	Managing Director
Status:	Fixed Term Contract
Location:	Sandton
Salary:	R 15 000.00
Closing date:	<b>15 September2023</b>

**OVERALL PURPOSE OF JOB**

- The sales agents will be responsible for marketing & selling of insurance policies to individuals, group business (Funeral parlours, Burial Societies, Churches, Unions, and Associations) as well as companies nationwide.
- The sales agent should be able to sell Short-Term Insurance Products e.g. Car, Household etc.

**MAIN RESPONSIBILITIES AND TASKS**

- Learn details about different MCapital Invest products and services
- Perform financial needs analysis for our clients.
- Generate and qualify leads.
- Apply sales skills with the ability to different insurance products
- Develop and apply sound product knowledge and provides outstanding client service
- Achieve monthly sales targets, and growth of sales and market share
- Manage clients, develop and maintain client relationships
- Develop and maintain pipeline.
- Must have strong negotiation skills
- Prepare and present weekly activity reports
- Stay up to date with the latest trends and best practices

**KEY PERFORMANCE MEASURES**

- Number of completed sales monthly
- Rate of new contracts
- Number of new opportunities opened
- Engagement with current customers
- Number of site visits conducted
- Client retention.

- Number of confirmed sales with 5% increment from month to month.
- New customer acquisition

**MINIMUM EDUCATION, QUALIFICATIONS, EXPERIENCE REQUIRED BY INCUMBENT:**

- Matric certificate / NQF level 4 equivalent
- Computer literacy preferably MS office
- Re 1 and Re 5 (regulatory examination)

**KNOWLEDGE, SKILLS AND COMPETENCIES:**

- Previous sales experience preferably – 3-5 year in similar role
- Strong communication and interpersonal skills
- Goal orientated
- Good interpersonal
- Innovator
- Reliable and trustworthy
- Exceptional negotiation skills
- Prospecting skills
- Time management
- Strategic thinker with ability to do prospecting
- Active listener
- Willing to learn
- Team Player, approachable, receptive to feedback from others
- Own Vehicle and Valid Driver's License

*Interested candidates who meet the requirements and wish to be considered can email their CV & Qualifications to [hr@masetlaoka.com](mailto:hr@masetlaoka.com)*