



**IF YOU ANSWER TO THE BELOW JOB PURPOSE, YOU MAY PROCEED TO APPLY FOR:**

**SALES EXECUTIVE/BUSINESS DEVELOPMENT REPRESENTATIVE  
JOB PURPOSE:**

1. To sell the company's products and Services
2. To build business by identifying and selling prospects
3. To maintain relationships with clients.

**Job Duties:**

- Identify & generate qualified sales & business opportunities by identifying prospects utilising cold calling, warm calling, referrals, networking, trade organisation, targeted industry lists & other lead generation methods
- Research and analyze sales prospect and evaluate their position in the industry before organising sales visits or other contacts
- Research the general market & related products or service, make structured and professional presentations explaining service features and benefits and recommending solutions.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Develop pricing with management and independently as directed, prepares client-ready proposals and negotiate contracts, costs, delivery times, specifications with buyers and managers and close deals
- Develop accounts and relationships by tracking and analysing services provided, interviewing key customer personnel, identifying and evaluating additional needs and opportunities
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Keeps management informed by collecting, analyzing, and summarizing information and preparing executive level presentations and reports, thus maintain correct company records
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Manage & supervise subordinates and support staff by ensuring that company policies are updated periodically
- Contributes to team effort by accomplishing related results as needed.

- Promote company profile and develop detailed proposal and tender documents to meet agreed sales targets

### **CORE COMPETENCES:**

- Excellent written, oral and interpersonal communication (fluent written and verbal English is mandatory)
- Proactive self-starter with strong work ethic
- Strong analytical skills
- Excellent time management skills with ability to multi-task

### **QUALIFICATIONS**

- Diploma in Business marketing and/ or media studies
- 3+ years of consistently successful professional services sales experience
- Experience selling in the consulting, event Management Public Relations and or supply chain management business segments
- Computer literacy (Office Management/Secretary added advantage)
- Driver's License

Respond to:



The Lead Consultant  
Human Resource and Strategy  
Ms Claire K Limbwambwa

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