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| <b>Job Title:</b>                        | Sales Officer , South                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Management Level:</b>     | Officer              |
| <b>Reports to:</b>                       | Regional Head, South                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Division/ Department:</b> | Business Development |
| <b>Supervises:</b>                       | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Location:</b>             | Port-Harcourt        |
| <b>Job Purpose</b>                       | The Sales Officer's primary objective is to generate revenue by selling insurance products and services to both individual and corporate clients. Also, responsible for prospecting leads, assessing client needs, explaining policy features, negotiating terms, and closing sales deals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |                      |
| <b>Key Roles &amp; Responsibilities:</b> | <ul style="list-style-type: none"> <li>• Identify sales opportunities through various channels, including cold calling and networking, to attract potential customers.</li> <li>• Promote and sell services to prospective customers, effectively communicating product features and benefits to meet their needs.</li> <li>• Maintain positive business relationships with clients to foster repeat business and ensure future sales opportunities.</li> <li>• Coordinate with other departments to optimize the sales effort, ensuring smooth execution of sales transactions and customer satisfaction.</li> <li>• Deepen relationships with existing clients to drive growth and maximize revenue potential.</li> <li>• Create, plan, and deliver presentations on sales status, highlighting achievements and addressing customer inquiries.</li> <li>• Communicate customers' and prospects' pain points to the appropriate departments for resolution and product improvement.</li> <li>• Prepare comprehensive weekly reports of all sales activities, including prospecting efforts and client interactions, for review by the Line Manager.</li> <li>• Submit daily call memos to the Line Manager and report progress weekly, providing updates on sales performance and upcoming opportunities.</li> <li>• Monthly/quarterly performance review of sales/operational activities as feedback for improvement</li> <li>• Participate in ad-hoc projects and perform other activities as assigned.</li> </ul> |                              |                      |



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| <b>Job-Specific Competencies</b>                | <b>Functional:</b> <ul style="list-style-type: none"><li>• Knowledge of the Insurance industry</li><li>• knowledge of Sales</li><li>• Knowledge of the products/services</li><li>• Knowledge of Client Management.</li><li>• Knowledge of Business Strategy</li><li>• Knowledge of Investment Management</li><li>• Knowledge of Financial Market</li><li>• Knowledge of Stakeholder Engagement</li></ul> | <b>Behavioural:</b> <ul style="list-style-type: none"><li>• Good relationship management</li><li>• Good decision-making skills</li><li>• Good attention to detail</li><li>• Good analytical skills</li><li>• Good communication skills (oral and written)</li><li>• Good interpersonal skills</li><li>• Good entrepreneurial skills</li><li>• Good negotiation skills</li><li>• Good leadership skills</li><li>• Good innovative skills</li><li>• Good problem-solving skills</li></ul> |
| <b>Organizational Competencies</b>              | <ul style="list-style-type: none"><li>• Execution Focus: Timely Implementation of tasks.</li><li>• Enterprising: Take ownership of roles and tasks assigned</li><li>• Resilience: Confidence that all task is achievable</li><li>• Innovation: Equipped with new ideas.</li></ul>                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Qualifications &amp; Experience Required</b> | <ul style="list-style-type: none"><li>• A Bachelor's degree from a reputable University in any relevant discipline.</li><li>• Associate of the Chartered Insurance Institute of Nigeria {<b>ACIIN</b>}</li><li>• Minimum of 3 - 5 years in a similar role</li></ul>                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |