

JOB DETAILS		
JOB TITLE	:	Junior Business Development Manager
REPORTS TO	:	Country Manager
DIVISION	:	Sales
LOCATION	:	Nairobi – Kenya
DATE	:	1 September 2009
GRADE	:	3

JOB PURPOSE
Develops and manages a profitable sales pipeline in the Kenyan market space, with a key focus on sales of hosted and managed services, from our Nairobi office. Liaises regularly with customers and senior internal operations staff. Has direct connection to the Quintica Senior Business Development Manager.

DUTIES / RESPONSIBILITIES
<ul style="list-style-type: none"> <li>Gain an appreciation and knowledge of products and services on offer from Quintica Kenya and develop an appropriate marketing &amp; advertising strategy for taking these products to organisations throughout Nairobi.</li> <li>Develop and manage sales opportunities across the entire sales lifecycle. From canvassing, qualification, proposal, presentation, closing and account management.</li> <li>Provide input for marketing and advertising campaigns once familiar with the current Quintica systems and personnel involved in marketing.</li> </ul>

DIMENSIONS
<ol style="list-style-type: none"> <li><b>FINANCIAL:</b> Liaise with the Financial staff and act as a point of contact for invoicing and account payment for local clients</li> <li><b>EMPLOYEES:</b> To be able to work as a team</li> </ol>

EDUCATION, EXPERIENCE, KNOWLEDGE & SKILLS
<ol style="list-style-type: none"> <li><b>EDUCATION:</b> ITIL Foundation Certification (V2 or V3)</li> <li><b>EXPERIENCE:</b> 3+ Years of sales experience in Kenya</li> <li><b>KNOWLEDGE:</b> Microsoft Word, Microsoft Power Point, Microsoft Excel Financial knowledge and understanding of Gross profit calculation Sales forecasting &amp; Quotations</li> </ol>



Incentive scheme

Excellent understanding of Businesses in Kenya with a network of relevant contacts.

Mail solutions, device management, intranet facilities, remote site monitoring, remote site support.

**4. SKILLS:** The ability to notice the customer's requirements and needs and the technical capabilities to provide a solution and professional service to close the deal/sale.

Written ability to formally communicate via email, preparation of proposals & quotes

Agreeable and cooperative

Self-starter

Confident

Individualistic

Optimistic

Persuasive

Fast-paced

Thorough

Self-disciplined

**JOB CHALLENGES / PROBLEM SOLVING**

- Must be able to work in a stressful environment
- Be able to educate one-self on all company policies and procedures
- Gain all relevant product and service knowledge pertinent to VC on an ongoing basis
- Be able to work well as part of a dynamic team and company

Signed:

Employee

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Date

\_\_\_\_\_

Manager

\_\_\_\_\_

Date

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