



We are looking for a self-driven and results-oriented person to fill the position of Direct Sales Representative.

### **Duties and Responsibilities:**

#### **Sales and Marketing:**

- Actively seeking out new members through cold calling, networking, and referrals
- Carry out recruitment of new individual and corporate members
- Ensure new members are registered in time and advise members on their membership numbers

#### **Customer Relationship Management:**

- Building and maintaining strong, long-lasting customer relationships
- Activation of dormant accounts as per the set targets
- Handling inquiries and complaints from members effectively and professionally and escalating where necessary

#### **Documentation and Compliance:**

- Ensuring all sales activities are recorded accurately and promptly
- Adhering to all regulatory requirements and internal policies of the Sacco
- Maintaining confidentiality of member information and financial records

#### **Market Research and Reporting:**

- Keeping abreast of market trends and competitors' activities
- Providing feedback to management on market conditions and member needs
- Preparing regular reports on sales activities, achievements, and challenges

#### **Nafasi Deposit Taking Sacco Society Ltd.**

P.O. Box: 41426 - 00100, Nairobi  
Ncpb Nairobi Grain Silos Complex  
Donholm, Off Outering Road.  
T: +254 (0) 20 5030580 | + 254 (0) 728 102 039 | +254 (0) 737 479 373  
www.nafasisacco.co.ke | info@nafasisacco.co.ke | f: nafasisacco | t: @nafasisacco





### **Team Collaboration:**

- Working closely with other departments within the Sacco, such as credit, operations, and administration, to ensure seamless service delivery
- Any other duties as may be assigned from time to time

### **Minimum Requirements**

- Diploma in Marketing or any other business-related course related field
- One (1) year sales experience or client relationship management in a similar set up
- Indicate the most preferred region to work and the expected salary
- Regions include (**Nairobi, Coast, Eastern, South Rift, North Rift, Western and Lake Western**)

### **Skills and competencies**

- Strong communication and interpersonal skills
- Ability to persuade and negotiate effectively
- Self-motivated and driven by sales targets
- Customer-oriented with a positive attitude

### **Method of Application**

Interested and qualified? Go to [Nafasi Sacco Ltd](#) on [Home - Nafasi Sacco](#) to apply deadline is 10th January 2025.

Forward your cover letter, updated CV and Testimonials to Nafasi Sacco Recruitment Team [recruitment@nafasisacco.co.ke](mailto:recruitment@nafasisacco.co.ke) latest 10th January 2025.

#### **Nafasi Deposit Taking Sacco Society Ltd.**

P.O. Box: 41426 - 00100, Nairobi  
Ncpb Nairobi Grain Silos Complex  
Donholm, Off Outering Road.  
T: +254 (0) 20 5030580 | + 254 (0) 728 102 039 | +254 (0) 737 479 373  
[www.nafasisacco.co.ke](http://www.nafasisacco.co.ke) | [info@nafasisacco.co.ke](mailto:info@nafasisacco.co.ke) | f: nafasisacco | t: @nafasisacco

