

The top of the page features a photograph of a modern building with a glass facade. The Databank logo, which includes a stylized infinity symbol and the word "Databank", is visible on the building's exterior. Below the photograph, the background is split into two shades of green. On the left, a dark green rectangle contains the text "JOB WATCH" in large, white, bold, sans-serif capital letters. On the right, a lighter green rectangle contains the text "SALES REPRESENTATIVE" in white, bold, sans-serif capital letters.

JOB WATCH

SALES REPRESENTATIVE

Databank is the leading investment firm in Ghana. Our mission is to help Ghanaians achieve financial independence by providing financial literacy and offering a diverse range of investment products and services. Databank is the leader in the management of mutual funds in Ghana. This leadership role has been driven by proven investment expertise and a strong Sales and Marketing team. Databank also offers investors a range of products and services that include Wealth Management, Institutional Funds, Pension Fund Management, Brokerage services, Corporate Finance and Research services. As part of our Sales and Marketing strategy, Databank is looking for Sales Representatives who will be responsible for selling Databank's investment products within designated Databank branches/co-locations across the country and will also be responsible for achieving agreed sales targets.

Interested applicants should send their CV and an application letter to careers@databankgroup.com by **close of business on January 13, 2021** with the subject "**Sales Representative**". Only short-listed applicants will be contacted.

Job Purpose & Summary

As the successful candidate, you will have the opportunity to:

- Generate sales and develop new business within a defined territory
- Lead by establishing long-lasting relationships, servicing existing clients and prospecting for new ones
- Use your in-depth knowledge of our products and our brand, along with your relationship building skills, to increase sales and retain assets

Duties and Responsibilities

- Sell Databank's products and services to walk-in customers
- Generate sales from new and existing customers both within and outside the Databank branch location
- Increase brand and product awareness
- Maintain and develop relationships with existing clients in person and via telephone calls and emails

- Provide daily/weekly reports on assigned targets to Branch Manager and/or Head of Sales
- Perform any other duties that may be assigned by the Branch Manager or Head of Sales from time to time

Education/Qualifications

- Minimum Higher National Diploma (HND) in a field such as Commerce, Finance, Business Administration or Marketing. Bachelor's degree and above will be an added advantage.
- Applicants must have completed and passed all the Ghana Stock Exchange Securities Courses (GSE) /Ghana Investment and Securities Institute (GSI) courses.

Skills/Competencies

- Ability to think creatively and analytically
- Pro-active, self-starter with the ability to use their initiative in maximizing sales
- High marketing/selling proficiency
- Good knowledge of MS Office (i.e., Excel, Word & Outlook)
- Individual contributor who excels in a team environment
- Strong relationship building and relationship management skills
- Excellent and interpersonal communication skills
- Detail-oriented with strong time-management skills
- Strong public speaking and presentation skills
- Ability to keep up-to-date on past, current and future trends in the financial services industry

Experience

Minimum of **one (1)** year experience in a Sales and Marketing role

Terms and conditions apply.