

# VACANCY NOTICE



**PostBank**  
EMPOWERING YOU

PostBank is a Commercial Bank that is committed to empowering lives for social and economic transformation. The bank is growing, hence creating more opportunities for its employees. PostBank is in need of a competent and achievement driven professional to fill up the below role that has fallen vacant.

## POSITION DESCRIPTION

**JOB TITLE:** DIRECT SALES AGENTS - Diaspora (20)  
**REPORTS TO:** RELATIONSHIP OFFICER -DIASPORA BANKING

### ROLE PURPOSE

Drive Business growth through sales campaign and ensure the growth of diaspora and other bank business. Promote all bank products with a clear focus on Diaspora products.

### KEY RESULT AREAS

- Ensure Sales growth in the various product portfolios by participating in any organised sales campaigns.
- Presenting the products and services to the customers.
- Carry out sales visits to existing & potential clients, identify sales leads, and make presentation to the prospects.
- Identifying the potential customers via cold calling and other prospecting means.
- Working in collaboration with the sales team members.
- Meeting the monthly sales targets and expectations.
- Taking feedbacks from the customers and acting upon them.
- Making sure the customers are well informed about the sales proposal.
- Tracking and analysing the sales performance metrics.
- Understanding the current market potentials and give feedback to the supervisor.
- Resolving customers complaints and issues if any before making the sale. Building a positive relationship with the customers.
- Making sure to provide excellent customer service and customer satisfaction. Preparing monthly sales reports and presenting them to the higher management.
- Staying up to date on the latest technologies and developments in the industry.

### MINIMUM REQUIREMENTS

- A minimum of UACE certificate from a recognised institution.
- Excellent communication and interpersonal skills.
- Ability to carry out market research.
- Aggressive Salesperson with good customer care skills.
- Team player, ability to work under pressure and in position to exercise excellent judgment.
- Computer literacy and familiarity with MS excel and MS word.
- Must have critical thinking, analytical, attention to detail and problem-solving skills.
- Good verbal and written communication skills.
- Interpersonal relationship skills, Assertive, “self-starter” personality that is energetic and a natural net worker.

### THE FOLLOWING DOCUMENTS SHOULD ACCOMPANY THE APPLICATION STRICTLY ONLINE

- Detailed CV.
- Copies of academic documents.
- Applicants address and daytime telephone contacts.
- Postal/email address and daytime telephone contact of three referees of good standing in society one of which should be your current Supervisor.

### Mode Of Application

Please send your application to [hr@postbank.co.ug](mailto:hr@postbank.co.ug) and put the job you are applying as the Subject (Strictly).

Applications must reach the address above by **Monday 27<sup>th</sup> March 2023**

Take note that only shortlisted candidates will be contacted.

N.B Applicants should be willing to work in any place that PostBank branches are located.



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