



Bible Translation & Literacy E.A

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OPPORTUNITY TO SERVE

BTL, a Christian faith-based organisation, involved in Language Development, Bible Translation, Literacy and Community Development among minority languages of Kenya, is seeking to recruit a highly motivated, ministry minded individual and born again Christian with a good standing, demonstrated spiritual maturity, integrity and a calling to serve to fill the position below.

Sales Representatives

Sales Representatives will be responsible for generating and following leads, meeting planned sales targets, preparing proposals. In order to be successful in this role, the applicant will need to understand the sales process and possess strong interpersonal skills.

Duties and Responsibilities

- Generate and pursue sales leads
- Meet or exceed planned sales targets
- Negotiate contracts with newly acquired clients
- Prepare weekly and monthly personal sales reports
- Give sales presentations to a range of potential clients
- Coordinate sales efforts with the marketing team
- Understand and promote company programs
- Visit clients and potential clients to evaluate needs and promote products and services
- Maintain client records and information
- Answer questions about products, pricing and availability

Requirements

- Diploma in Sales and Marketing or a business related course
- Strong understanding of the sales process
- Highly motivated and target driven with proven record in sales
- Excellent customer service skills
- Excellent selling, negotiation and communication skills
- Prioritizing, time management and organizational skills
- Relationship management skills and openness to feedback
- Strong interpersonal skills
- Working knowledge of Microsoft Office applications like Word, Excel, Power point,
- Previous experience in sales roles is an added advantage.

How to Apply

Applications with a detailed CV, copies of certificates, and three referees (Professional, Social and Church), Office and mobile telephone contacts for both applicant and referees be emailed (**Preferred**) or posted to reach the under mentioned by **30th October 2022**

**HUMAN RESOURCES MANAGER
BIBLE TRANSLATION AND LITERACY E.A
P.O Box 44456 – 00100
Nairobi**

Email : careers@btlkenya.org

Only short-listed candidates will be contacted