

## **JOB ADVERTISEMENT – SALES EXECUTIVE**

**Job Title:** Sales Executive  
**Reports to:** Sales Manager  
**Location:** Harare, Zimbabwe

### **Job Purpose**

The Sales Executive is responsible for driving the Airline's targets on sales, being accountable for the top line, and developing and maintaining an effective Airline commercial network.

### **1. Key Duties and Responsibilities:**

- Gather and prepare a clientele database for planning and identifying clients' needs;
- Prepare visit work plan for clients for optimum utilisation of time and resources;
- Visit, service and build relations with the market to maintain loyalty and optimise revenues;
- Achieve sales targets in line with budget for the profitability of the airline;
- Prepare and close sales contracts/incentives and deals to key accounts to generate maximum revenue;
- Promote WB products and services to create awareness and generate sales and revenue;
- Gather market intelligence to identify threats and opportunities to maintain a competitive edge and generate sales;
- Prepare sales reports for management information and performance evaluation and monitoring.

### **2. Desired Profile: Required education, Experience, and Abilities:**

- Bachelor's degree in Business, Sales, Marketing, or a related field
- Minimum of two (2) years of experience in related areas like Banking, Insurance, Telecommunication, etc.
- Selling and negotiation skills
- Strong communication and interpersonal skills;
- Computer literate;
- Analytical influencing skills;
- Ability to work in a fast-paced and highly-growing business;
- Customer-focused approach and ability to learn and adapt to needs and changes quickly;
- An excellent command of the English language (written and verbal) is essential;

### **3. How to apply:**

- An application letter addressed to the Chief HR & Administration Officer;
- Recent Curriculum Vitae;
- Copies of Notarized Degree/Diploma certificates
- Relevant certificates;
- Copies of academic papers;
- A photocopy of the Passport/National ID.
- Three referees



**RwandAir**

*Fly the dream of Africa*

The deadline for submitting application documents (**Only PDF Format**) is **July 12, 2024**. Please apply via the link: <https://erecruitment.rwandair.com/>

**NB: Only shortlisted candidates will be contacted.**