



PROFESSIONAL FINANCIAL AND BUSINESS CONSULTANCY

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Growing Your Business with Passion

EMPLOYMENT OPPORTUNITY

Muyobo Consult Uganda is a Diverse Registered Financial and Business Consultancy Firm **Reg.No.80020002569183** that is focused on Growing Businesses, maximizing value and connecting Experts and decision makers that accurately deliver both Business and Financial information and insights to its esteemed Clients.

We are looking for dynamic, experienced and highly competent persons to be part of our Sales Team at Muyobo Consult as **Sales Assistants**.

Position: **Sales Assistants**

Reports To: **Head of Sales**

Job Type: **Part Time**

Availability: **Urgently needed**

Location: **Kampala, Uganda**

Role Summary

The ideal candidate will be responsible for supporting our sales team. You will be a key contributor to our sales team's success. You will primarily be in charge of generating Sales leads and onboarding new clients, scheduling and preparing important meetings with Clients and presentations at trade shows. You will provide outstanding customer service by liasoning between Muyobo Consult and the customers.

Essential Duties and Responsibilities

- Assist the Head of Sales in generating sales leads and new clients.
- Coordinate scheduling with clients and sales team members.
- Lead client correspondence.
- Handle customer inquiries and issues.
- Onboarding new clients and customers.
- Marketing of Muyobo Consult's services.
- Managing and monitoring the Company's Sales Portfolio.
- Prepare and submit monthly sales reports to the Head of Sales.

Minimum Qualifications.

- Bachelor's Degree/Diploma in any Business Course or equivalent.
- Proven experience in Sales and Marketing of at least 1 year.
- Passionate about Sales and Lead Generation.
- Proficient in English and or Luganda.
- Customer-service oriented.
- Professionalism and Integrity.

How to Apply

Suitable and Qualified Candidates should send their CVs to humanresource@muyoboconsult.com

Applications are open until **Friday 28th May, 2021.**

The Email Subject Should Include the **Position (Sales Assistant)**

NOTE

Only Shortlisted Candidates will be Contacted.

Payment is by Commission Basis.