

Commercial Sales Agent

Job Description

Executive Summary

GreenLITE™ is a registered trademark of Greenlite Concept Systems Services Nigeria, fully incorporated with the corporate affairs commission (CAC) Nigeria. We are located in the Federal Capital Territory and currently operate within the electric utility industry in four states; Kogi, Nassarawa, Abuja and Niger state.

We are regulated by the National Electricity Regulation Commission (NERC) of Nigeria and are compliant with their standards and procedures while conducting our business. We conduct business by innovating value, empowering our customers to exploit such values through technology, measuring the results and benefits of our value to the customer and keeping a smile on the faces of our customers.

Our Vision

Our vision is to bridge the gap between energy providers and all tiers of consumers by offering flexible and convenient systems capable of enhancing customer experience, ensuring accountability and improving market growth.

Our Values

We believe in honesty, transparency and integrity. We pride ourselves in delivering our services efficiently to guarantee customer satisfaction. We operate with excellent work ethics and our code of conduct ensures respect for people and compliance with all relevant legislation and regulations.

Our Products

Our products were designed with customer inclusion in mind. Our research and development team took the penetration rate of mobile and internet in Nigeria into consideration and didn't neglect the large percentage of customers who have limited access to data or mobile devices. Our products include;



greenlite.com.ng

greenlite.com.ng is a native built, robust web application that enables users to purchase electricity units (eunits) online seamlessly. This platform is custom designed to accommodate plugins and API's across all programming languages. It is hosted on a secure apache server and backed by geotrust SSL to ensure the safety of our users' data and transactions. Our Financial clearing house and resolution centre is provided by Paystack® which is currently the best payment resolution platform in Nigeria.

greenLiTE Mobile App

We are currently testing our mobile application which will be launched soon to better serve our fast growing customer base. This application will further improve customer experience. It will be available on android and IOS users.

greenLiTE USSD ®

Our dedicated USSD (unstructured supplementary service data) code caters for offline customers who either have limited access data or smartphones. The USSD code was designed with a simple 3 step procedure for validation, payment and vending of e-units. It is available and can be implemented across all telecommunication networks in Nigeria.

Summary of Position

The Commercial Sales Agent is responsible for generating leads and meeting sales goals. Your duties will include sales presentations, product demonstrations as well as negotiating contracts with potential clients.

In order to be successful in this role, you will need to have a deep understanding of the sales process and dynamics and also superb interpersonal skills. Previous experience in a sales role is an advantage. The commercial sales agent is currently supervised by the Office Manager.

Key responsibilities include:

- Developing and Executing sales strategies
- Meeting or exceeding sales goals
- Negotiating all contracts with prospective clients
- Helping determine pricing schedules for quotes, promotions and negotiations
- Preparing weekly and monthly reports
- Giving sales presentations to a range of prospective clients
- Liaison with and servicing your existing clients
- Coordinating sales efforts with marketing programs
- Understanding, developing and promoting company programs
- Obtaining deposits and balance of payments from clients
- Preparing and submitting sales contracts for orders
- Visiting clients and potential clients to evaluate needs or promote products and services.
- Maintaining client records
- Answering client questions about credit terms, products, prices and availability

Qualifications

1. BSc. Marketing, Economics, Business Administration or similar required
2. Minimum of 3 or more years of sales and management experience required
3. Must be an energetic professional with strong organisational skills and the ability to multitask
4. Strong work ethic, extreme attention to detail, and experienced in a wide range of administrative and executive support related tasks
5. A commitment to excellent customer service
6. Excellent interpersonal skills including the ability to build a rapport with customers
7. Understanding of the sales process and dynamics

8. Ability to work comfortably in a fast paced environment
9. Able to work independently with little or no supervision
10. Ability to handle and prioritize multiple tasks, and meet deadlines in a fast-paced environment
11. Experience with insurance, health benefits, employment, and vendor contract document preparation a must
12. Experience with G Suite is required
13. Proficiency with Microsoft Office Suite is required
14. Experience as administrator for Box, Dropbox preferred
15. Experience with Salesforce a big plus
16. Passionate personal commitment to progressive social and environmental change

Compensation

Negotiable upon experience.

To Apply

Please submit your resume and cover letter discussing your qualifications and interest in this position electronically to jobs@greenlite.com.ng. Ensure that the subject line of your email is **COMMERCIAL SALES AGENT - 2062920**.