



KCT Motors is a well-established car importation company operating in Tanzania mainland with different branches in Dodoma, Arusha and Dar es Salaam. The Company is seeking qualified personnel to fill the following vacancies.

### **1. Sales Executive – 9 Posts**

#### **Duties & Responsibilities**

- Being responsible for the sale of new and fairly used vehicle.
- To conduct survey to identify potential customers with interest in making vehicle purchase.
- Assist the client in selecting suitable vehicle model that better meets their needs and specification.
- Reach out the client through calls and arrange meetings to spot their needs and preference.
- Design branding, positioning and pricing strategic
- Identify opportunities to reach new market segments and expand the market.

#### **QUALIFICATIONS AND EXPERIENCE**

- Education: Must have a Diploma /Bachelor degree from accredited institution in any of the following field sales and marketing, commerce or equivalent.
- Negotiation Skills; Good negotiation and persuasive skills to convince clients to make purchase and reach a profitable bargaining.
- Experience: not less than 1 year working experience

### **2. Insurance Manager 1 Post**

#### **Duties and Responsibilities**

- To have in depth knowledge and practical experience in handling all insurance related technicalities for an insurance company.
- Thorough knowledge and proven skills in the insurance sector.
- Effectively utilize technological tools as offered by the company.
- Quality assures insurance service and solutions delivery by maintaining and improving mechanisms for the provision of insurance, including surveying and measuring governance, performance, administration, outcomes; and disseminate feedback to the appropriate internal stakeholders
- Utilizes available information system to manage insurance functions, analysis, documentation and reporting, ensures data integrity and enhances the discipline of timely and accurately capturing data
- Builds and maintains contact with internal and external clients/customers and suppliers to enhance business continue.

### **QUALIFICATIONS AND EXPERIENCE**

- Bachelor degree in insurance or equivalent
- Certification in insurance is critical
- Insurance sales underwriting experience not less than 1 year
- Negotiation skills
- Risk management skills

### **3. Branch Manager- 1 post**

#### **Duties & Responsibilities**

- Line management of all KCT Motors employees in Dar es salaam, their performance
- Accomplishes department objectives by managing staff; planning and evaluating department activities.
- Ensures a safe, secure, and legal work environment.
- Develops personal growth opportunities.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results.
- Coaches, counsels, and disciplines employees.
- Develops, coordinates, and enforces systems, policies, procedures, and productivity standard.
- Establishes strategic goals by gathering pertinent business, financial, service, and operations information.
- Defines objectives, identifies and evaluates trends and options, chooses a course of action, and evaluates outcomes.

- Accomplishes financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Maintains quality service by enforcing quality and customer service standards, analyzing and resolving quality and customer service problems, and recommending system improvements.
- Contributes to team effort by accomplishing related results as needed.

## **SKILLS**

- Performance management
- Project management
- Coaching
- Supervision
- Performance management
- Project management
- Coaching
- Supervision

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in business administration or management from accredited university, with not less than three years' experience in senior management.
- Proven Leadership skills with good inter-personal skills, and ability to build personal relationships with key business stake-holders.
- Proficiency with office software

### **4. Head Of Sales- 1 Post**

#### **Duties & Responsibilities**

- Being responsible for the sale of new and fairly used vehicle.
- To conduct survey to identify potential customers with interest in making vehicle purchase.
- Assist the client in selecting suitable vehicle model that better meets their needs and specification.
- Reach out the client through calls and arrange meetings to spot their needs and preference.
- Design branding, positioning and pricing strategic
- Identify opportunities to reach new market segments and expand the market.

## **QUALIFICATIONS AND EXPERIENCE**

- Education: Head of sales must have a bachelor degree from accredited institution in any of the following field marketing, commerce, business Administration or equivalent.
- Negotiation Skills; Good negotiation and persuasive skills to convince clients to make purchase and reach a profitable bargaining.
- Experience: not less than 2 years working experience

## **HOW TO APPLY**

**NB:** Kindly share single pdf which comprises of a cover letter, curriculum vitae, and Academic Certificates to [hr@kctmotors.co.tz](mailto:hr@kctmotors.co.tz) or be directly handled in our offices located at Sam Nujoma Road, Mpakani Center building ground floor.

**Deadline: 13th May 2022**