

Platinum Credit Ltd

Vacancy announcement

Platinum Credit Ltd is a leading Microfinance Company providing salary loans and business loans to individuals through our country-wide network of branches across Tanzania, Kenya and Uganda. The company is looking for talented and ambitious individuals to join our team in either of the positions described below in Tanzania.

A. Job Title: Sales Team Leader

1. Reporting to: Zonal Sales Manager
2. Number of Vacancies: 6
3. Work station:
 - i. Igunga Sales Point
 - ii. Singida Branch
 - iii. Mbeya Branch
 - iv. Iringa Branch
 - v. Dares Salaam Branch
4. Job Purpose:

Support sales operations of the company by recruiting, training, supervising and supporting Sales agents to achieve the set sales targets of the branch.
5. Duties and Responsibilities
 - i. Recruit, train, supervise, support capable sales agents by way of practical field coaching, generating sales leads, and weekly training sessions.
 - ii. Sales Planning and field sales supervision.
 - iii. Preparation of comprehensive periodic operational report.
 - iv. Achieve monthly sales target set for the branch.
 - v. Loan recoveries
6. Minimum academic and/or Professional qualification
 - Bachelor degree in any business related field.
 - Must have passion for sales and customer service, with excellent communication and leadership skills
 - Minimum of two years' experience in a busy sales environment
 - Computer literate
 - Age between 25 and 30 years
 - Have good levels of written and spoken English

B. Job Title: Branch Sales officer

1. Reporting to: Branch Manager
2. Number of Vacancies: 4
3. Work station:
 - i. Shinyanga Branch
 - ii. Kahama Branch
 - iii. Korogwe Branch
 - iv. Kigoma Branch

4. Job Purpose:

Support sales operations of the company by administering the branch office sales operations.

5. Duties and Responsibilities

- Use tele-selling methods to attract customers to the branch to sell loans
- Solicit referrals from existing customers to attract new customers to the branch to sell loans
- Converting sales enquiries to completed sales and maintain excellent relationship with customers
- Administer Loan applications and appraisals.
- Ensure efficient and effective customer service –polite, informed and quality customer service to all clients, always ensure that you have a presentable and clean working environment.
- Relationship management with employers, local authorities and clients

6. Minimum academic and/or Professional qualifications

- Bachelor degree in any business related field.
- Must have a passion for sales and excellent customer service
- Ability and willingness to learn
- Must possess excellent communication, planning, team building and leadership skills, good levels of written and spoken Swahili and English
- Computer literate
- Age between 22 and 26 years

C. Job Title: Collection officer

1. Reporting to: Operations Manager

2. Work station: Dar es Salaam

3. Job Purpose: Manage a portfolio of loan accounts to ensure performance above the minimum threshold level

4. Duties and Responsibilities

- Daily contact with customers as per stipulated collection procedures to ensure customers pay their loans on due dates
- Follow up on Non-Performing Loan customers and set payment plan.
- Daily and weekly analysis and reporting of collection activities and provide feedback to the operations manager
- Understudy other Collection department tasks

5. Minimum academic and/or Professional qualifications

- Bachelor degree in any business related field
- Minimum one-year experience in a busy call center or collections department
- Ability and willingness to learn
- Must possess excellent communication, planning, team building and leadership skills and must have passion for excellent customer service
- Computer literate

- Age between 24 and 30 years
- Have good levels of written and spoken Swahili and English

Mode of application

Send your application letter through: careers@platinumcredit.co.tz, addressed to the Human Resources Manager.

Your application should be supported with a copy of your current detailed Curriculum Vitae **strictly in PDF format**.

Once invited for an interview, you will be required to present the following:

- Certified copies of your academic certificates as well as the original certificates.
- Any form of photo ID (e.g. national ID, voters card, Driving license, passport) and a copy of your birth certificate
- An identity letter from your local government authority.

Deadline of application: 12/11/2017