

Role:-Michelle– Executive NBD and Client Servicing

Regular office Hours: - 9.30 AM – 6 PM

Date: - 1st April 2020 – 31st March 2021

Job Role Summary:

This role is responsible for generating revenue as per the KRA given below through effective sales presentations and utilization of support functions. This role reports into the Group Account Director.

Key Results Area #1 – Profit Generator

- Generate a profit of 50,00,000/- for the financial year
- Improve TOH – profit at 35%

Key Results Area #2 – Drive Sales

- Breaking through with 2 new clients per quarter
- Meeting 12 client meetings every month

Key Results Area #3 – Stay updated with industry related news

- Remain up to date with industry related news, opposition activity and continuously strive to develop own skills to perform optimally.
- Monitor competition activity and report significant developments

Key Results Area #4–Reports

- To ensure weekly/monthly/quarterly reports are sent on time
- To ensure team sends reports on time capturing all relevant information about clients
- To ensure MOM's are sent after every meeting

Key Results Area #5 – Wings Culture code

- Reporting time to office is 9.30 AM
- Follow dress code
- Notify reporting manager for leaves in advance. Comp off's need to be approved in advance

Key Results Area #6 – Collection of payments

- Keeping track of all payments to be collected and working with accounts payable team to ensure payments come in on time.