

VACANCY

RELATIONSHIP CONSULTANT - ATHLONE

CORE PURPOSE OF THE JOB

To be responsible for marketing and selling the Bank's assets, liabilities and fee income products by calling on existing or new clients in an effort to achieve the Branch's annual targets

MAIN FUNCTIONS OF THE JOB INCLUDE:

Administration

- Submits weekly activity reports to Branch Manager detailing all interactions with all clients as proof of what is accomplished
- Identifies and reports any suspicious transactions to Branch Manager
- Completes and submits all finance applications to Head Office for approval in order to deliver an efficient client service
- Finalises all investment applications for processing and submission to the Branch Admin Manager
- Submits monthly return (Business approved not yet paid)
- Submits monthly sales figures to branch manager

Sales and Marketing

- Achieves monthly sales targets by cross selling finance and investment products
- Acquires new clients by requesting qualified leads from existing clients and by promoting the Bank at all given opportunities
- Attends weekly sales meetings
- Attends and supports client functions and events
- Promotes selected banking products in the banking hall

Customer Service

- Develops constructive and cooperative working relationship with clients, and maintaining them over time
- Attends to all clients' financial requests and queries
- Provides an efficient and effective service to all clients at all times in order to promote the Banks services

QUALIFICATIONS

- A B.Com degree in Finance or Relevant Qualifications in will be required in order to meet the requirements of the role at the highest level of competence.
- A minimum level of NQF5 would be required
- Must be FAIS accredited as an advice giver.

PREFERRED EXPERIENCE

- A minimum of 5-7 years of general banking experience preferably with at least 2-3 in the sales stream

KNOWLEDGE

- Microsoft Office
- A sound knowledge of general banking
- Banking processes and procedures
- Ability to analyse and interpret financials
- Ability to formulate credit applications

SKILLS REQUIRED

- Customer orientated
- Accuracy
- Attention to detail
- Efficiency and time management
- Organizational ability
- Analytical ability
- Computer literacy
- Ability to work under pressure
- Communication Skills (written and verbal)
- Deadline Driven
- Trustworthy
- Confidentiality
- Professional
- Integrity
- Neighbourly

Kindly forwards your CV to hr@albaraka.co.za