## **HDB**<sup>financial</sup> services

Role:	Senior Sales Manager
Vertical:	Rural
Business Line:	Sales
Product:	Sales
Function:	Sales
Reports to:	Branch In Charge
Exp in Years	Min: 2 Max: 5
Job Role	
Managing Rural business through assigned team of sales officers in the designated area or territory Managing a team of sales officers Responsible for disbursement targets, sales officer productivity & lead conversion Ensure proper and complete documentation of loan documents (as per process requirements) and timely disbursements of loans Interfacing with customers effectively for on-boarding of loans, resolution of queries and customer support To be fully acquainted and updated with process and provide necessary knowledge support to team of sales officers	
Key Responsibilties	
Effective co-ordination between sales team, customers, tele-calling unit & operations Responsible for team performance in meeting targets in terms of sales, productivity, delinquencies Maintain and monitor team performance in terms of discipline, attendance, quality norms Effective communication with management team to resolve issues, seek clarifications Capturing market feedback and provide inputs to improve team performance	
Mandatory skills	
Graduate / Post Graduate 2-5 yrs experience in selling personal loans or related lending products Strong commercial and business acumen Strong customer focus Excellent communication and presentation skills Strong team management and problem solving skills High level of Self Drive/Enthusiasm.	
Desirable Skills	
Strong commercial and business acumen Strong customer focus Excellent communication and presentation skills Strong team management and problem solving skills	