



Business Development Executive (Nepalgunj)

- **Vacancy for:** 1
- **Posted on:** Aug. 22, 2018
- **Deadline:** Sept. 4, 2018, 11:59 p.m.

DEPARTMENT: Retail Banking

REPORTING TO: Team Leader, Personal Clients Acquisition

LOCATION: Nepalgunj Branch

KEY RESPONSIBILITIES:

- Achieve allocated business targets, actively sell Retail Client products and actively participate in cross functional sales as under:
 1. Prepare and Set Up:
 - Self-generate, Receive and Manage - Leads received through different channels relating to New to Bank (NTB) and Existing to Bank (ETB) clients
 - Conduct research and design product/product bundles that best suit the client needs
 - Maintain all requisite documents required for client for on-boarding
 2. Meet, deep sell & train
 - Meet in person, listen and determine client needs
 - Set up KYC needs to acquire clients with anchor products
 - Educate and ensure set up for channels like Online Banking, ATMs, Client Care Centre and Branch
 3. Activate and pass on
 - Activate as per the Bank's procedure
 - Ensure and manage capacity building of the client for engagement with the Bank via channels like Online Banking, Client Centre Center and the Branch
- Adapt quickly to the business environment and contribute in formulating the sales strategy
- Enhance the knowledge and remain updated on multi-product offerings
- Closely monitor competition/market and ensure our sales strategies are optimal
- Maintain an updated sales data
- Ensure minimal errors while handling the sales applications
- Ensure day to day activities and client dealings are performed by exhibiting the highest level of conduct, in line with the Bank's conduct agenda
- Actively involve in team building with an aim to achieve individual as well as team target
- Understand competitor's products, pricing and strategies and provide regular feedback to Line Manager
- Manage difficult customer situations
- Ensure compliance with internal and external guidelines and ensure minimal comments in audits and other inspections
- Ensure customer dealings/instructions/requests are executed with a high level of accuracy and commitment in order to satisfy customer needs.
- Ensure validity and completeness of documents processed while on-boarding clients
- Find ways to improve operational efficiency and control costs to meet cost budgets
- Ensure timely understanding and compliance of all the applicable regulations of the Bank, SCB Group and Country including Money Laundering Prevention and KYC.

KNOWLEDGE/SKILL/EXPERIENCE:

- Possession of an MBA or the Bachelors' Degree with at least 3-4 years of experience in Sales & Marketing, preferably in banking and/or insurance
- Good knowledge of Retail products and services available in the market
- Having good knowledge and insights of the market as well as competition
- Candidate possessing good communication, presentation as well as client engagement skills
- Negotiating, deal-closing and complaint handling capabilities
- Candidate having proficient knowledge of digital products and solutions
- Thorough understanding of KYC principles and procedures

DEADLINE:

The deadline for receipt of all applications is **EOD, 4th September 2018.**

Applying Procedure

Apply Link : <https://merojob.com/business-development-executive-118/>

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