

BFCFXHRJ-006 – Asst. Manager - Sales | Forex | Delhi, Gurgaon, Chandigarh, Noida.

About the role:

The Candidate will be responsible for achieving sales target, providing customer service and ensuring all operational policies and procedures are followed. The Asst. Manager - Sales is responsible for acquisition of new customers and to provide foreign exchange services including remittances, and foreign banknotes services to BFC Forex customers, maintaining a high standard of customer service and ensuring company procedures and controls are always followed. In addition, the role will show leadership to support the staff within the branch to assist in operation for his personal development.

Your Responsibilities:

- Ensure that the Branch Monthly, Quarterly and Annual Sales targets are achieved in accordance with the Company Business Plan.
- Acquisition of new customers in all segments especially Foreign Exchange (Currency notes, Travel card, TT), insurance & MTSS.
- Ensure the implementation of appropriate action plans achieving the sales and revenue targets.
- Identify corporate customers, channel partners, banks and tie up with them with the help Branch Manager, Corporate Sales Manager and Area Manager
- Send Daily Sales Report to reporting authority on daily basis.
- Obtain all KYC documents before commencement of business from Corporates.
- Coordinate for delivery of services to the customers with operation team.
- Provide the feedback of the customer to the operation team if any improvement required in service
- Take the lead in resolving customer complaints and escalate to the reporting authority on time if required.
- Identify ways of improving the branch efficiency and services delivered.

About You:

- Good reading, writing and arithmetic skills required
- Fluent in English & Excellent communicator
- Strong customer service skills
- Basic PC skills (intermediate knowledge in MS Office)
- Strict work ethics
- Well presented
- Self-motivated with high levels of drive and energy
- Excellent organization and negotiation skills

Contact us on hr@bfcforex.com