

# JOB VACANCY

**JOB TITLE: FACILITIES MANAGER**  
**REPORTING TO: EXECUTIVE DIRECTOR**

## PURPOSE OF THE POSITION

The Facilities Manager will be expected to lead, inspire, develop and spearhead the sales growth of the company.

It will be their role to implement company policies and to provide leadership to the staff, ensuring that they share and reflect the company's mission, values and aspirations within all our regions.

### DUTIES AND RESPONSIBILITIES

- Conduct market research to identify selling possibilities and evaluate customer needs .
- Present the business and its various offerings to potential customers through in-person visits and presentations to existing and prospective customers.
- Establish, develop and maintain business relationships(CRM).
- Conduct site visits to develop clear and effective written proposals/quotations for clients.
- Develop pricing strategies.
- Coordinate sales effort with marketing, sales management, accounting, operations and technical service teams.
- Provide management with oral and written reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Plan and organize personal sales strategy by maximizing the Return on Time Investment for the territory/segment.
- Familiarity with all sales regulations, systems, standards and procedures and to ensure compliance

### KNOWLEDGE SKILLS AND ABILITIES

- A Degree in marketing or business related field.
- A minimum of five (5) years sales experience.
- Ability to interact with a diverse groups of people.
- Ability to lead and manage a team of professionals.
- Creativity and innovation.
- Good interpersonal skills.
- Good oral and written communication skills
- Team player.
- Proficiency in MS Office suite of packages
- Ability to multitask

**Interested candidates to send their CV's to  
[lmundu@rileyfalconsecurity.co.ke](mailto:lmundu@rileyfalconsecurity.co.ke) to reach us  
on or before 30th July 2024**

