

# Job Description – Head of Sales

## **About SFM:**

SFM Corporate Services, established in 2006, is a globally recognized provider of premium business solutions. With strategically located offices in Switzerland, Seychelles, Hong Kong, and the UAE, we offer a comprehensive suite of services across 45+ international jurisdictions, including company formation, administration, accounting, auditing, and more. We prioritize expertise, efficiency, and compliance, supporting corporate managers, investors, and entrepreneurs worldwide. Our innovative digital solutions, such as SFM My Company, enhance client interactions, providing a seamless experience.

## **About The Job :**

We are seeking a dynamic and experienced Head of Sales to lead our corporate services sales team. The ideal candidate will be a strategic thinker with a proven track record of driving sales growth, building strong client relationships, and developing effective sales strategies.

## **Roles and Responsibilities :**

- **Sales Team Management:** Lead and mentor the corporate services sales team, providing guidance and support to achieve sales targets and objectives.
- **Performance Monitoring:** Monitor the overall performance and behavioral expectations of the Sales Team, ensuring they align with company standards.
- **Development and Implementation of Strategic Sales Plans:** Develop and implement strategic sales plans to expand the company's client base and market presence locally and internationally.
- **Identification of Business Opportunities:** Identify new business opportunities and market trends through market research and analysis to capitalize on emerging opportunities.
- **Client Relationship Management:** Build and maintain strong relationships with key clients, understanding their needs and objectives to provide tailored solutions and ensure high levels of client satisfaction.
- **Interdepartmental Collaboration:** Collaborate with other departments, including marketing, CRM, and finance, to align sales strategies with overall business goals and objectives.
- **Monitoring of sales Performance:** Monitor sales performance metrics, analyze data, and generate reports to track progress and identify areas for improvement.
- **Competitive and Regulatory Intelligence:** Stay updated on industry trends, regulations, and best practices, providing insights and recommendations to senior management.
- **Company Representations:** Represent the company at industry events, conferences, and networking opportunities to promote our services and expand our network.
- **Succession Planning:** Develop and implement succession plans to ensure continuity in leadership and expertise within the Sales Team.
- **Training and Development:** Ensure comprehensive training of the Sales team in areas such as company formation, bank account processes, and database management. Foster a culture of continuous learning within the team to stay updated on industry best practices. Conduct training sessions to enhance team's client communication skills.

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- **Performance Metrics and Reporting:** Establish and track key performance metrics for the Sales Team. Generate reports for senior management, providing insights and recommendations for improvements.

### Qualifications and Skills Required :

- **Education:** Bachelor's degree in a business-related field.
- **Language Skills:** Fluent in English and French (additional languages are a plus).
- **Interpersonal Skills:** Exceptional at establishing connections and building trust.
- **Communication:** Outstanding written and verbal communication, presentation, and negotiation abilities.
- **Problem-Solving:** Proven problem-solving skills and effective multitasking.
- **IT Proficiency:** Proficient in key IT software, especially Microsoft Office.
- **Sales Experience:** Demonstrated success in sales or business development roles.
- **Market Research Skills:** Proficient in market analysis and trend identification.
- **Networking Abilities:** Effective in expanding professional connections.
- **Adaptability:** Flexible in adjusting to changing market dynamics.
- **Technical Knowledge:** Familiar with industry-specific tools and software for company formation and corporate services.
- **Team Management Experience:** 3 years minimum
- **Corporate Services Provider Experience:** 5 years Minimum

### Location :

- United Arab Emirates- Dubai – Sheik Zayed Road – Capricorn Tower.

### Contact :

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