

## **CAREERS AT STRATEGIC BREAKTHROUGH INTERPLATINUM (Z) LIMITED**

Applications are invited from suitably qualified and experienced persons for the following positions at Strategic Breakthrough Interplatinum (Z) Limited, a sister company of Strategic Acumen Centre (Z) Limited.

Strategic Breakthrough Interplatinum (Z) Ltd (**SBI**) is poised to become one of the most innovative research-led producers of high quality and innovative corporate training events, conferences and events not only for the Zambian market but also for the SADC region as well. SBI is looking for self-driven, results-oriented and high performing individuals to start work immediately in order to help the company achieve its goal of producing and hosting impactful seminars, workshops, conferences and other corporate events in the year 2024 and beyond. SBI seeks to work with the top talent and the best minds and as a staff member of SBI you will have access to tailored professional development opportunities to ensure you have the right skills for today and tomorrow. We welcome talented, committed and creative individuals as we evolve our learning function to support our expanding business in Zambia from Botswana.

**Be part of our growing Strategic Breakthrough Interplatinum (Z) Ltd Winning Team!**

### **1.ADMIN ASSISTANT CUM MARKETING EXECUTIVE INTERN (FULL-TIME BASIS)-LUSAKA**

#### **Job Summary:**

Strategic Breakthrough Interplatinum (Z) Limited is looking for a female candidate to fill our position of Admin Assistant Cum Marketing Executive Intern to help our company on its journey to launching its operations in Lusaka and the whole of Zambia and position itself in contributing to knowledge and skills development in the country. The Admin Assistant Cum Marketing Executive Intern will be responsible inter alia for managing our company's office and general administrative activities as well as performing marketing and sales functions in order to promote and market the company's core services.

#### **Key Responsibilities:**

- Performs all general administrative & office tasks to support our core functions;
- Performs all professional secretarial tasks e.g. typing, filing (electronically);
- Creates our clients and prospects listings and is capable of doing mail merge to produce 100s of invitation letters and/or email seminar invitations
- Making arrangements for appointments with our clients and prospective clients;
- Handles incoming/outgoing mails and answers phone calls, including customer enquiries;
- Provides administrative support to our sales and marketing operations;
- Cold call potential customers using a given phone directory or prospect list researched from the internet to sell products and services
- Makes personal visits to meet and develop business relationships with our clients & prospective clients
- Generates Quotations, Invoices etc as requested by our clients and prospective clients;
- Checks for upcoming training requests for training or tenders for training;
- Assisting the company to register as a supplier with various organisations
- Requests for quotations from various hotels and conference centres for hire of conference rooms
- Makes reservations with hotels and conference centres for hire of conference rooms
- Plans and organizes the hosting of the company corporate events (i.e. seminars, forums, conferences etc)
- Performs any other ad-hoc duties as may be assigned.

#### **Compensation and Company Benefits**

- Monthly Internship Allowance from first month of engagement
- Sales Commissions Pay for any Sales closed and made
- Performance Bonus Pay for meeting Sales Targets
- Opportunity to attend our seminars or training events that you have participated in generating the participants (delegates) free of charge
- Transport allowance for visiting our prospective clients premises payable.
- Yearly Increment
- Multiple streams of income (eg from training events, accounting and taxation services, business consulting & CV writing services)
- Access to our training programs to enhance your skills and knowledge.
- 5 Days Work Week

- Annual leave, Medical Leave, Maternity/Paternity Leave, Compassionate Leave
- Annual Bonus & Annual dinner.

### **Job Requirements:**

- At least a Diploma in Secretarial Studies
- Proven admin or assistant experience of at least 2 years
- Experience with mail-merge functions and large-volume mailings
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in Microsoft Words, Powerpoint & Excel and other basic computer applications
- Proven successful experience in a sales and marketing role.

## **2. TELEMARKETER CUM MARKETING EXECUTIVE (PART-TIME BASIS) )-LUSAKA**

Strategic Breakthrough Interplatinum (Z) Ltd is looking for a qualified and highly experienced **Telemarketer Cum Marketing Executive** required for expanding its B2B professional corporate training services into the Zambian market. This is a remote-based role in the first 3 months offering high sales commissions and thereafter, a basic salary and sales commissions at the end of the first 3 months.

We are looking for a successful **Telemarketer Cum Marketing Executive** who has proven lead generation experience and is used to working to targets but in a more relaxed environment than a call centre. The successful candidate will need to have exceptional communication skills matched with a friendly and professional disposition with previous telemarketing experience. We are particularly interested in hearing from telemarketers with previous experience of B2B lead generation who have worked in either corporate training, insurance, microlending industries and many other industries or phone contract sales.

### **Job Summary:**

You will be a highly motivated, self-starter with the ability to build relationships by having great conversations. You will identify and develop new business prospects and opportunities from multiple sources including marketing leads, prospect lists and your own individual research. The successful candidate will be responsible for contacting existing customers to generate leads for the sales team. A dynamic personality with a drive to reach decision makers is essential!

### **Key Responsibilities:**

- Cold call potential customers using a given phone directory or prospect list researched from the internet to sell products and services
- Use scripts to provide information about product's features, prices etc. and present their benefits
- Persuade the customer to buy by demonstrating how merchandise or services meet their needs
- Reach out to existing and potential customers to present our product and service offering
- Planning, organizing, and executing effective door-to-door marketing and cold calling campaigns for the marketing of our seminars, workshops conference, accounting and business consulting services.
- Learn details about our product and service offerings
- Communicate with customers to understand their requirements and needs
- Offer solutions based on clients' needs and capabilities
- Keep an updated customer database
- Always strive towards meeting sales quota
- Keep records of calls and sales
- Building relationships with prospects, understanding their business, looking for upsell / cross sell opportunities
- Prospect new potential customers through phone, email and various other technologies.
- Create interest in SBI professional services and solutions for both employee and customer opportunities.
- Maintain active engagement with clients/prospects through creative follow-up communications designed to increase customer interest.
- Conduct high level conversations with senior executives within target clients/prospects to fully understand requirements.

- Achieve monthly/quarterly quotas of meetings, qualified and close won opportunities on new Business

### **Compensation and Company Benefits**

- Sales Commissions Pay for any Sales closed and made
- Monthly Basic Salary from the fourth month of engagement
- Performance Bonus Pay for meeting Sales Targets
- Opportunity to attend our seminars or training events that you have participated in generating the participants (delegates) free of charge
- Transport allowance for visiting our prospective clients premises payable.
- Yearly Increment
- Multiple streams of income (eg from training events, accounting and taxation services, business consulting & CV writing services)
- Access to our training programs to enhance your skills and knowledge.
- 5 Days Work Week
- Annual leave, Medical Leave, Maternity/Paternity Leave, Compassionate Leave
- Annual Bonus & Annual dinner.

### **Job Requirements:**

- At least a Diploma/Degree in Sales/Marketing or a business-related field which should have involved sales and marketing subjects
- Proven successful experience in a Sales and marketing role.
- At least 2+ years experience in telesales/telemarketing – as a must-have requirement
- Demonstrable ability to meet and/or exceed sales and activity targets.
- Experience of engaging prospects using remote communication tools.
- Excellent client services skills.
- Excellent written and verbal communication skills.
- Proficiency in MS Office products (Excel, Word, MS PowerPoint)
- Excellent organisational and time management skills

### **3.DIRECT SALES AGENTS (PART-TIME BASIS) )-ALL ZAMBIAN CITIES & MAJOR TOWNS**

We have available at Strategic Breakthrough Interplatinum (Z) Ltd exciting career opportunities for self-driven, results-oriented and self-motivated individuals with excellent communication and presentation skills, good interpersonal skills and outstanding track record of sales and marketing performance.

As part of its market entry and growth strategy, our Company is looking for experienced individuals with suitable relevant skills and a passion for success to take up our positions of **Direct Sales Agents**. The candidates should be available to start work immediately initially on **sales commission basis only** for the first 3 months and **then graduate to a Basic Salary plus Sales Commissions at the expiration of the first 3 months of engagement**. We pay attractive sales commissions with commissions in the range of K5,000 to K20,000 for Self-Driven, Results-Oriented and High Performing Individuals.

### **Job Summary**

As a Direct Sales Agent, you will be responsible for promoting our wide range of professional services and solutions that include seminars, workshops, conferences, accounting, taxation and business consulting services to potential clients. You will hence be responsible for finding prospective customers, pitching our services and solutions to them and closing the sales. You will also be responsible for writing sales reports and having detailed information on our professional solutions and services offered to our clients. Your role will involve building relationships, conducting sales presentations and providing excellent after sales service. Your success in meeting sales targets will contribute to the growth and success of Strategic Breakthrough Interplatinum (Z) Ltd and its sister companies in Zambia.

### **Key Duties & Responsibilities**

- Develop prospects for our wide range of our seminars, conferences, business consulting & accounting services
- Identify and approach potential clients to generate leads and build a customer base.
- Conduct sales presentations to effectively communicate the benefits and features of our professional services and solutions.

- Planning, organizing, and executing effective door-to-door marketing and cold calling campaigns for the marketing of our seminars, workshops conference, accounting and business consulting services.
- Generate sales leads, close sales, meet monthly sales targets and driving sales volumes.
- Gather and report customer intelligence to management.
- Build rapport with clients and provide personalized professional services and solutions tailored to their needs.
- Achieve individual monthly sales targets and contribute to the overall sales performance of the Company.
- Stay updated on market trends, competitor analysis, and industry best practices.
- Maintain excellent product knowledge and provide exceptional customer service at all times.
- Any other ad-hoc duties as may be assigned.

### **Compensation and Company Benefits**

- Sales Commissions Pay for any Sales closed and made
- Monthly Basic Salary from the fourth month of engagement
- Performance Bonus Pay for meeting Sales Targets
- Opportunity to attend our seminars or training events that you have participated in generating the participants (delegates) free of charge
- Transport allowance for visiting our prospective clients premises payable.
- Yearly Increment
- Multiple streams of income (eg from training events, accounting and taxation services, business consulting & CV writing services)
- Access to our training programs to enhance your skills and knowledge.
- 5 Days Work Week
- Annual leave, Medical Leave, Maternity/Paternity Leave, Compassionate Leave
- Annual Bonus & Annual dinner.

### **Job Requirements:**

- At least a Diploma/Degree in Sales/Marketing or a business-related field which should have involved sales and marketing subjects
- **At least two (02) years' experience in sales and marketing and in closing sales and meeting monthly sales targets (This is a must-have requirement).**
- Excellent persuasive skills, verbal and written communication skills, including the ability to make sales presentations and in possession of strong interpersonal skills
- Excellent selling and relationship building skills
- Independent and pro-active individual who will work with minimal supervision

## **4.FREELANCE CORPORATE TRAINERS- ALL ZAMBIAN CITIES & MAJOR TOWNS**

Strategic Breakthrough Interplatinum (Z) Ltd, a sister company of Strategic Acumen Centre Zambia Ltd, powered by creativity and innovation, are urgently looking for ‘**Freelance Corporate Trainers**’ who will be responsible for delivering a wide variety of corporate training programs that empower our clients’ managers and employees to excel in delivering exceptional business results for their organisations. You will play a key role in ensuring that managers and employees of our client organisations have the knowledge, skills, and tools needed to deliver high performance and sustainable competitive edge in the marketplace. We are seeking Corporate Trainers to help our clients develop their skills and knowledge in a wide range of disciplines and business spheres related to their organisations. Your goal will be to conduct informative and creative live training that improves the skills and knowledge of all our participants to our corporate training events.

The ideal candidate should be a great communicator who can adequately describe complicated ideas to different audiences of various skill levels and job positions. You must be highly organized, proficient in time management, and possess excellent public speaking skills.

### **Key Duties & Responsibilities**

- Teach or lead training seminars, workshops & conferences etc. that work within the framework of our business (Facilitate engaging and interactive training sessions for our clients)
- Plan and implement an effective training curriculum.

- Prepare hard copy training materials such as module summaries, and presentations as necessary for your performance.
- Collaborate with our team to identify training needs for organisations and their managers and employees
- Collaborate with subject matter experts to design, develop, and update training materials, modules, and resources that align with our corporate training goals.
- Ensure that all training materials and practices comply with industry regulations and quality standards.
- Implement assessment tools and metrics to evaluate the effectiveness of training programs. Continuously gather feedback from trainees to make improvements.
- Prepare PowerPoint presentations, audiovisuals, and multimedia learning materials;
- Ensure the company’s learning and development-related services are performed to align with company strategy and that will in the process increase performance, organizational trust, and satisfaction across multiple stakeholders.
- Performs other related duties, as required

### **Rewards & Compensation Package**

- Unlimited earnings but actual compensation will be based on a variety of factors including subject area, length of class and professional experience
- Professional Training/Facilitation Fees will be calculated on an hourly basis and the fees are negotiable but within the market range of fees prevailing in Zambia bearing in mind the fact that we are a start-up entity in Zambia
- Flexible Working Hours
- For most sessions, instructional materials, manuals, tools, and supplies are provided
- Offer of free full attendance of the training programme at luxurious hotels at which the Trainer might be providing training for at least 2 hours of the entire programme
- Free provision of transport, accommodation and food in hotels/lodges for Trainers for corporate training events that will be held outside their place of abode e.g. outside Lusaka.
- Possibility of being offered a permanent employment for developers of high quality Training Manuals

### **Requirements**

- At least a **Master’s degree** in Accounting, Finance, Business Administration, HR, Economics, Management & several business related disciplines. Possession of professional qualifications (eg ACCA, CIS, CIPS etc) or a Doctorate Degree (e.g. PhD, EdD) will be an added advantage.
- Proven experience effectively communicating in a clear and concise method to groups of employees & managers, public speaking, presentation and facilitation skills
- Strong communication and presentation skills
- Knowledge of adult learning principles and training methodologies
- Detail-oriented with excellent organizational & time management skills
- Ability to adapt to changing priorities and work in a fast-paced environment
- At least 2 plus years of experience in instructional design and training facilitation, preferably in a leadership, management, HR, finance, customer service, Economics, Entrepreneurship & other business-related areas
- Willing to accept feedback to improve future presentations
- Must have the ability to evaluate and research training options and alternatives and put forward recommendations
- Ability to use appropriate skills in project coordination, multi-tasking, prioritization of demands, group discussion, training, facilitation, decision-making, communication, and time management.
- Having a laptop or PC at home is a must for the ideal candidates.

### **5. FREELANCE TRAINING MANUALS DEVELOPERS- (LUSAKA, NDOLA & KITWE & OTHER TOWNS)**

Strategic Acumen Centre Zambia, powered by creativity and innovation, are urgently looking for ‘**Freelance Training Manuals Developers**’ who will be responsible for the developing and designing high quality training manuals by applying accepted course training manuals development principles according to high quality standards for our corporate training events such as seminars, workshops and conferences in a wide range of disciplines including customer service excellence/experience, accounting, finance, management, strategic management and various other business disciplines too numerous to mention.

We are seeking Freelance Training Manuals Developers to create engaging, just-in-time high quality course content and materials for a wide range of audiences to start work immediately.

### **Key Duties & Responsibilities**

- Apply instructional design theories, methodologies, and adult learning principles to create and update training manuals utilizing a variety of media that are engaging, learner-centered, and results-driven.
- Prepare PowerPoint presentations, audiovisuals, and multimedia learning materials;
- Create engaging and relevant materials, incorporating multimedia elements such as interactive simulations, assessments (simulations and written), and instructor-led training materials including facilitators' guides.
- Execute end-to-end instructional design process with a sense of urgency and drive for excellence
- Research, gather, and organize relevant content and resources for the curriculum including but not limited to utilizing production job aids, and accurate screenshots for simulations.
- Build, edit, and format training content, ensuring accuracy, clarity, and alignment with learning objectives.
- Review and update existing training content to reflect changes in processes, policies, or industry standards
- Performs ongoing research into appropriate quality standards for training manuals and materials

### **Rewards & Compensation Package**

- Consultancy fees of between K1,000.00 & K1,500.00 (depending on the complexity and size of the manual) will be paid at the completion of each Training Manual
- Consultancy fees of from K300.00 will be paid at the completion of PowerPoint Slides for each Training Manual developed
- Flexible Working Hours
- Offer of free attendance of the training programme at luxurious hotels including Livingstone for which a training manual produced is used in any specific programme
- Possibility of being offered a permanent employment for developers of high quality Training Manuals

### **Requirements**

- At least a Bachelor's degree in Accounting, Finance, Business Administration, Management & several business related disciplines
- Excellent business writing skills
- Strong research and analytical skills
- At least (2) years of instructional design experience developing & designing engaging training materials
- Understanding of instructional design principles
- Excellent Microsoft Office, including Excel, PowerPoint, Word (etc) skills
- Fast learner, self-motivated, highly resourceful and organized
- Independent & possessing good problem solving skills
- Self-driven, results-oriented with skills in prioritizing and organizing
- Working knowledge and experience of Graphic Designing will be an added advantage
- Having a laptop or PC at home is a must for the ideal candidates.

## **6. FREELANCE DIGITAL MARKETER-CUM-SALES EXECUTIVE (TENABLE IN LUSAKA)**

We are urgently looking for a 'Freelance Digital Marketer-Cum-Sales Executive' who will be responsible for the planning and managing of our marketing campaigns which aim at introducing our Botswana-based Company Strategic Acumen Centre into the Zambian market and, hence, promote its brand, products and services and contribute to its business development and market share growth in Zambia. This role focuses on the marketing of our wide range of accounting, bookkeeping, taxation, company registration services and all business consultancy and other related professional services.

The ideal candidate is someone with experience in digital marketing, graphic design and social media management and marketing. He/she needs to be an effective communicator and can demonstrate excellent interpersonal, persuasive and excellent selling skills..

### **Key Duties & Responsibilities**

- Actively identify new business opportunities and build market position by locating, networking, developing, negotiating, and closing business relationships

- Prospecting and contact building including cold calling, emailing, and pitching digital marketing and services to new prospects
- Contribute to the overall direction & growth of the company
- Plan and manage promotional advertisements and messages delivered through social media ads, google ads and video ads
- Use display advertising platforms such as Google Ads, etc to reach audiences across different mediums or display network (e.g. mobile apps, website etc)
- Able to do content writing
- Manage the Facebook pages/accounts of the Company and its LinkedIn and other social media accounts

### **Company Benefits**

- Sales Commissions Pay for meeting Sales Targets
- Performance Bonus,
- Yearly Increment
- 5 Days Work Week
- Annual leave, Medical Leave, Maternity/Paternity Leave, Compassionate Leave
- Annual Bonus & Annual dinner.

### **Requirements**

- Diploma/Bachelor's degree in sales and marketing, PR, graphic design/multimedia or a related field
- Preferable 2 years' experience in services/solutions sales, preferably in the digital marketing space
- Minimum 2 years' experience in cold calling, direct marketing & door-to-door sales
- Track record of closing sales and meeting sales targets
- Working knowledge of Photoshop & illustrator & other graphic software
- A passion for, or an understanding of, the digital and social media marketing ecosystem
- Ability to build strong relationships with customers and the Zambian industry
- Fast learner, self-motivated, highly resourceful and organized.
- Independent & possessing good problem solving skills.
- Self-driven, results-oriented with skills in prioritizing and organising.
- Having a laptop or PC at home is a must for the ideal candidate
- Good knowledge of website design and development will be an added advantage.

**Only candidates who meet the specified requirements interested in join our Company need to apply by sending their job application (cover) letter, CV, copies of their qualifications as well as at least 3 signed references (not just names of referees) to [recruitment.sbiafrica@gmail.com](mailto:recruitment.sbiafrica@gmail.com). Please indicate only the job or name of the position you are applying for in the **email subject line**. The closing date for applications is **15/06/2024**. Strategic Breakthrough Interplatinum (Z) Ltd will only communicate with shortlisted candidates.**