



# Manager: Records Management

## AGS Madagascar

**The essential goal that underpins everything we do: Full customer satisfaction**

AGS is the leading French International Mobility group with an international presence.

A key player in local and international mobility services in all sectors (corporate, private, diplomats, civil servants, etc.), our strength lies in our expert knowledge of the market, our customer orientation, our global network, and our enthusiasm for international logistics.

Through AGS Records Management, we can offer enterprises, financial institutions, and government institutions with a high-quality Records Management experience thanks to our extensive experience in the field.

We are currently looking to recruit a **Manager: Records Management** for our site in Antananarivo, Madagascar.

### POST DESCRIPTION

The Manager must manage the branch activity of Records Management in all aspects to maintain and develop our service levels, as well as to ensure high-quality services are rendered to our customers and to procure new records management business to increase revenue and to meet agreed profit targets.

You will be responsible for securing new business for the activity of Records Management for the branch. This involves cold calling, networking, and making and attending appointments with prospective customers. You can further create relationships with colleagues within the group to source leads, but also to generate leads. You will be responsible for site analysis and quotations, ensuring to follow up with current and prospective customers, especially corporate clients.

You will produce weekly and monthly reports, making sure that management is always informed of progress, such as lead received, generated, and follow up on, quotations pending, etc. You will assist administration in collecting payment of invoices. You will be responsible for informing the warehouse of storage needs, deal with any problems quickly and effectively, and provide feedback on jobs to ensure smooth operations.

### CANDIDATE PROFILE

- \* Previous experience in a same or similar position within the domain of sales, preferably in the services and solutions field.
- \* You are a hunter for new business but can also sustain and maintain long-term relationships with customers.
- \* You must always reflect the professionalism of the company through your own professional appearance.
- \* You can work independently and under pressure, maintaining a proactive and positive attitude, and always being organised.
- \* You have an absolute and unwavering commitment to 100% customer satisfaction.
- \* You must speak both French and English fluently.



## WHAT'S ON OFFER?

A local contract in Madagascar. Salary will be commensurate with the candidate's skills and experience. All statutory employment entitlements Madagascar will apply to this position. An attractive commission scheme is on offer. You will get to work in a super dynamic growing international company and interact with a global team.

**Are you interested?** Send us your application today with your up-to-date CV and motivation (including your salary expectations) in English to [jobs.international@mobilitas.org](mailto:jobs.international@mobilitas.org). Please quote the title of the position in the subject line of your email.

### ***General Recruitment Terms and Conditions***

Although we appreciate all applications, we can only correspond with short-listed candidates. Should you not have received feedback on your application within four weeks of applying, please consider your application unsuccessful. AGS reserves the right to withdraw any advertised vacancies at any time and at its own discretion, as well as the right not to make a placement. Unsolicited submissions from recruitment agencies will not be considered. The interviewing process will take place in accordance with the AGS Group's policies and procedures and may involve several steps.

By submitting your application, you agree and consent to the processing, administration, and archiving of your personal data contained in your CV and other application documents in accordance with the relevant legislation (as may be amended) for the purposes of registration and recruitment of candidates.

AGS strongly promotes diversity in our workforce, and applications from all sectors are encouraged. However, as an inherent requirement of the position, the successful candidate must have the right to live and work in Madagascar.