



Department Manager (RM) AGS Kinshasa (DRC)

The essential goal that underpins everything we do: full customer satisfaction!

AGS is the leading French 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, and government institutions with a high quality Records Management experience thanks to extensive experience in the field.

Due to our upward trending market presence and growth, AGS is constantly looking for candidates to join in building future success, as our biggest and greatest assets are the know-how and professionalism of our employees.

We are currently looking to recruit a **Department Manager (Records Management)** for our site in Kinshasa, DRC. The incumbent will also be required to frequently travel to Lubumbashi.

POST DESCRIPTION

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

He/she is 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 quoting, 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 leads received, generated, and followed up on, quotes pending, etc. You will assist administration in collecting payment of invoices. You are responsible for informing the warehouse of storage needs, deal with any problems quickly and effectively, and provide feedback on jobs to ensure smooth operation.

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?

Salary will be commensurate with the candidate's skills and experience. All statutory employment entitlements in the DRC 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 letter (including your salary expectation) in English to 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 to not make a placement. Unsolicited submissions from recruitment agents will not be considered. The interviewing and appointment 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 of society are encouraged. However, as an inherent requirement of the position, the successful candidate must have the right to live and work in the DRC.