

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-137-2022
Company Name	OMT
Industry	Financial Services
Vacancy	Field Task Force
Job Type(<i>FT, PT, Contractual, Seasonal</i>)	Full Time Employment
Major(s)	Management
Degree	University Degree
Years of Experience	Minimum 2 years
Location	OMT HQ (Sami Soleh), Outdoor: Chouf
Remuneration & Benefits	NSSF and Transportation
Currency (LBP, Dollar, Lollar)	Dollar and Lollar
Tasks& Responsibilities	<p>Agent Network Field Visits</p> <ul style="list-style-type: none"> • Establishes and assists in developing and maintaining business relationships with current and potential agents in the assigned area serving to generate new businesses • Analyses the assigned geographical area and determines key locations • Researches for prospects and locations for developing future agents and determines their potential • Promotes, sells and secures OMT & OCI services for existing and prospective agents through a relationship-based approach • Provides frontline support to OMT & OCI agents, assesses their needs and provides timely information or assistance • Ensures periodic visits to existing agents and distributes needed materials and promotional items <p>Market Data Gathering & Agent Network Performance</p> <ul style="list-style-type: none"> • Gathers and reports information regarding existing/potential agents and participates in assessing agent network performance • Reports and informs Agent Network team on requests received from prospect Agents regarding opening new OMT & OCI locations; submits their related data and information • Performs the necessary audit and assessment on OMT & OCI agents to ensure proper implementation of policies and procedures

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- Ensures reporting daily and weekly feedback to Supervisors
- Leads the execution of surveys related to OMT & OCI Agent Network information (questionnaires, different check lists and reports)
- Observes Agents' quality of service and their awareness and knowledge on OMT & OCI services; delivers them refresher trainings where needed