

## **POSITION TITLE: ASSISTANT SALES & MARKETING MANAGER**

### **REPORTING TO: COMMERCIAL DIRECTOR**

The successful candidate will join the business team with a focus on supporting in the sales and marketing activities to help the company meet all agreed performance targets. (Financial and otherwise)

#### **Job Description**

- Manage the online presence & communication of the company
- Identify and communicate with new business leads for the company
- Respond to inquiries made by clients about company services in a timely and friendly manner
- Act as link between the company and the clients to ensure clients take more interest in services rendered by the company
- Assist the commercial manager to make sales inquiries on projects and to handle them from start to finish
- Undertake and monitor research to provide highly needed support for the business team
- Conduct research and also make delivery on any intelligence that will have strong impact on proposition development for any new investment project for the company
- Develop good knowledge regarding priority sectors, like market routes and trends; this enables the company improve on its effectiveness in service delivery
- Develop operational contacts, which will provide needed support for the tasks undertaken by the business team
- Cooperate in positive manner to the growth of the company by providing required assistance to relevant staff and company's partners

#### **Skill Requirements:**

- Talent in Negotiations and Networking
- Aptitude in decision-making and working with numbers
- Experience in collecting and analysing data
- Strong leadership capabilities
- Communication skills
- Digital marketing skills
- Commercial awareness
- Adaptability
- Good team working skills

#### **Minimum Qualification:**

- Bachelor Degree in Marketing, Business Administration or Public Relations
- 2- 5 Years Working Experience

**Applicants are invited to submit their Application Letters, Resume's, Copies of Certificates and other Credential Certificates via e-mail to:**

**Human Resources and Administration Manager**

**P.O.BOX 7026**

**ARUSHA.**

**Email to: [HR@newl.co.tz](mailto:HR@newl.co.tz), or By hand delivery at NEWL Offices**

**Deadline – 30<sup>th</sup> April 2018**