



NOTICE OF VACANT POSITION

MARKETING ASSISTANT [CONTRACT]

Applicants are invited from suitably qualified and experienced personnel to fill the above-mentioned position. The incumbent will be based at Head Office.

QUALIFICATIONS AND EXPERIENCE

- 5 'O' levels including English Language and Mathematics.
- Higher National Diploma in Marketing Management or equivalent.
- 2 years' experience in the sales and marketing.

CORE COMPETENCIES

- Demonstrated success in sales
- Knowledge of GMB business
- Strong interpersonal and communication skills.
- Good understanding of office management and marketing principles.
- Excellent customer retention skills.
- Results oriented.

SUMMARY OF DUTIES

- Develops and maintains sound customer relations.
- Gathers marketing intelligence.
- Monitors customer profiles and establishes customer requirements.
- Monitors marketable stock levels at all depots.
- Assists the marketing team in daily marketing activities.
- Updates customer database by inputting data from field sales: compiling, consolidating, formatting and summarizing information, graphs and presentations; distributing reports.
- Supports sales presentations by assembling quotations, proposals, video, slide shows, demonstrations and product capability booklets, compiling account and competitor analyses.
- Manages national key accounts.
- Sales tracking by collecting, analyzing and summarizing data trends.
- Recommends strategies on improve on existing and past marketing efforts.
- Performing any other work related duties as assigned by the Superior.

Applications accompanied with detailed Curriculum Vitae and Certified Copies of qualifications should be emailed to recruitment@gmbdura.co.zw not later than 12 June 2024. Only shortlisted candidates will be contacted.