



PRODESIGN

SUSTAINABILITY & MEP ENGINEERS

Your first choice engineering partner

INTRODUCTION

We are looking to hire marketing and sales person and accounts representatives to join our team and deliver tailor made services to our clients.

The team will be led by a Marketing Manager, which we are recruiting as well and who shall report to our Group Managing Director

ONLINE MARKETING AND SALES REPRESENTATIVE / EXECUTIVE

Roles and responsibilities

- Prospect for new business to increase client base
- Build and maintain client base through renewal, increased and new business opportunities
- Explain Digital Marketing concepts to clients and the benefits of how our products work better together to help our clients succeed.
- Demonstrate and present to clients our digital marketing solutions with the associated benefits to their business on Powerpoint or Keynote.
- Draft sales contract and follow up on payment.
- Liaise with the client and the technical development team during implementation.
- Follow up with the client after deployment of marketing plan

Requirements

- Diploma or Bachelor's degree in Business, Advertising, Marketing, Sales, Communication, IT, Public Relations or Psychology.
- Strong understanding of the internet and online marketing
- Basic understanding of websites and how they work
- Proficient use of Microsoft Office, including Power Point, Excel, and Outlook
- High energy and positive attitude
- Strong work ethic and highly motivated to win
- Self-Starter and can work independently
- Excellent time-management and organizational skills
- Valid driver's license

Salary

An interesting starting salary accompany this job, with other benefits like insurance, reimbursable leaves, 24 h accident and emergency cover, training and personal development. .

Experience

- Marketing and sales representative: Min one year in a similar position
- Marketing and sales executive: Min three years in a similar position

Working hours

This is a job with normal working hours, that is Monday to Friday from 8.30 to 17.00h.

First floor, Building No.2,
Industrial Building,
Valentina Industrial Estate,
Phoenix, Mauritius

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AGENCY MANAGER

Roles and responsibilities

- Work closely with clients to develop an in-depth understanding of their business, products and marketing objectives.
- Provide marketing guidance and consultancy to clients to add value to their business.
- Recommend, plan and deliver dynamic integrated marketing programs across both online and offline channels.
- Be involved at all stages of the planning and creative process.
- Take responsibility for day-to-day client relationships to ensure client satisfaction, retention and growth.
- Lead and manage a team of Account representatives and sales and marketing executives including performance and workload management.
- Oversee team projects to ensure they are delivered on time and to budget.
- Work to tight deadlines whilst providing clients with exceptional service at all times.
- Support account and new business development
- Collaborates with internal and external teams to execute marketing tactics from concept to development.
- Has backbone, challenges the status quo, and pushes for the best customer experience.

Personality/ Capabilities

- Experience of managing staff is a MUST!
- Excellent communications skills
- Positive outlook
- Credible and confident
- Organised
- Calm under pressure
- Be a source of inspiration and motivation for the team

Requirements

- Min of Bachelors degree in Marketing or related field (economics, business, engineering, management, social science but with specialization in marketing). Master's degree or MBA desirable.
- 5+ years of relevant work experience in marketing or marketing operations with a heavy focus on digital marketing.
- Strong understanding and knowledge of email and digital channel best practices, innovation, and technologies.
- Project leadership in digital marketing creative development, cross-functional planning, and campaign management.
- Experience spearheading technical projects and gathering requirements across business teams.
- Demonstrated ability to work independently
- Strong quantitative, analytical, and problem-solving skills.

Salary

An interesting starting salary accompany this job, with other benefits like insurance, reimbursable leaves, 24 h accident and emergency cover, training and personal development. Commissions after one year of service.

Experience

- Minimum one year working experience in a similar environment or call centre.

Working hours

- This is a job with normal working hours, that is Monday to Friday from 8.30 to 17.00h.

ACCOUNTS REPRESENTATIVES

Roles and responsibilities	<ul style="list-style-type: none">• Assist in the day to day administration of marketing, sales and other activities of Marketing executives and representatives• Prepare quotes and services proposals, in coordination with marketing executives• Follow up with internal technical team and report to executives• Liaise with client for approvals• Follow up on payment• Mass mailing and social media posting• Keeping and maintaining accounts
Requirements	<ul style="list-style-type: none">• HSC and Diploma in any subject, preferably in accounts or sales or any similar qualifications.• Former call centre operators are also most welcome• Understanding of the internet and online marketing• Basic understanding of websites and how they work• Knowledge of Microsoft Office, including Power Point, Excel, and Outlook• High energy and positive attitude• Strong work ethic and highly motivated to win• Self-Starter and can work independently• Excellent time-management and organizational skills• Very good communication in French, not so much in English.
Salary	An interesting starting salary accompany this job, with other benefits like insurance, reimbursable leaves, 24 h accident and emergency cover, training and personal development.
Experience	Minimum one year working experience in a similar environment or call centre.
Working hours	This is a job with normal working hours, that is Monday to Friday from 8.30 to 17.00h.

Interested candidates are requested to send their CV and **copies of all certificates** on Farahnaz.sairally@prodesign.mu or admin@prodesign.mu by latest 25 August 2018.

- The company reserves the right to call only the best qualified candidates for the selection exercises.
- Applications received after the closing date will not be considered.
- The company also reserves the right not to proceed with the vacancies.