

## Description of Services

### Sales and Marketing Executive

#### BACKGROUND

Sales and Marketing Executive helps to design and implement marketing strategies and plans for each and every product and service offered by MFMC Group.

#### SCOPE OF SERVICES

Sales and Marketing Executive will report to the Head of Sales and Marketing and will carry out the following tasks.

- Managing and updating all social media platforms and social media campaigns
- Managing all media relations and communication with press/public
- Preparing and managing the concepts and branding for all events organized by MFMC
- Managing and updating MFMC website
- Preparing annual marketing and PR budget and planning all content for marketing and advertising material
- Contributes information, ideas, and research to help develop marketing strategies
- Liaise with the other relevant department on specific project related tasks
- Other duties as assigned by the management

#### REQUIRED QUALIFICATION AND EXPERIENCE

The applicant should possess following educational background and experience.

- Degree in Marketing, Tourism, or related field.
- Experience in a similar position will be an added advantage
- Background in graphics designing and relevant software will be an added advantage
- Strong customer service and sales skills
- Advanced presentation and persuasive skills
- Strong communication and interpersonal skills
- Attention to detail and organization skills
- Good working knowledge of Microsoft Office
- Excellent relationship-building skills
- Ability to organize, plan, and strategize.
- Excellent written and verbal communication.

Salary: Competitive Salary (MVR 15,000 +)

Interested Candidates, please complete the Online Job Application Form and upload CV along with relevant documents via link <https://form.jotform.com/213531409438454>

**January 2022**