

Marketing / Sales & Administrative Position: Business Development

Innovative & growing Publishing Company looking to expand with a Marketing / Sales & Admin position that can build the brand into new markets and increase the client retail share of sales and penetration in the Educational Field.

Primarily Gauteng based with occasional travel to KZN and CT conferences and customers.

Responsibilities:

Marketing:

- Develop strong customer and supplier relationships by developing and delivering on mutually established goals with existing and new markets.
- Enhance the Company's connectivity with our business partners.
- Flexibility to organise and execute exhibitions when necessary.

Sales:

- Visiting and presenting products to schools, suppliers, education departments and bookshops.
- Ensuring that sales targets set are achieved.
- Ensure high levels of customer service.

Administrative:

- Co-ordination of orders and distribution.
- Liaison and coordination with suppliers.
- Ability to work independently and meet deadlines.

Candidate Requirements

- Experience and knowledge of the FET Educational industry (Teaching/School marketing).
- Bilingual – English and Afrikaans.
- Own transport and valid driver's licence.
- Proficiency in Microsoft Office Programmes (Excel, Word, PowerPoint, Outlook, etc.)
- Ability to manage Social Media platforms.
- eBook Platform Management Experience would be an advantage.

Attributes/Competencies

- Excellent organization, time management and communication skills
- Pro-active approach and assertiveness with good customer focus and negotiation skills.
- Creative thinking and problem-solving abilities

Full-time position.

Salary Neg. R 15 000.00 to R 20 000.00 (CTC) plus Commission and Profit Sharing incentives.

Please send CV and Letter of Application to: yvette@excompublishers.co.za by 30 April 2018.