



POSITION PROFILE

Sales & Marketing Assistant

Reporting to the company's Sales and Marketing Director, the Sales & Marketing Assistant will provide support for the company's sales & marketing activities and some administrative support for the department.

Primary responsibilities include:

Supports sales and marketing team with planning & executing Sales & Marketing activities including demand generation, lead qualification, Proposal generation and follow-up using a range of tools including digital/social media technologies. Other activities include tracking, investigating, and reporting sales information; resolving problems associated with the sales & marketing process.

Sales

- Quotation & Proposal preparation
- Assist in lead generation & qualification activities
- Coordinate meetings & customer communications
- General administration related to the sales process

Marketing (Traditional & Digital)

- Target market planning
- Marketing campaign planning & execution
- Collateral development
- Uses Digital/Social media to assist with the sales & marketing process
- General administration related to the marketing process

Qualifications, Skills & Experience

- Bachelor's degree in Business Administration, Marketing or a related area
- Experience with digital tools (WordPress, Buffer, Drip, Mail Chimp) advantageous
- Competency in Microsoft applications including Excel, Word, PowerPoint and Outlook
- Minimum 2 years' experience preferred
- Excellent verbal and written communication skills
- Excellent organisational skills
- Excellent interpersonal skills
- Strong customer orientation

Qualified candidates are invited to email applications on or before December 8, 2017
to hr@ttech.com.jm

We thank all applicants, however, only shortlisted candidates will be contacted.