

Sales & Marketing Executive Vacancy – Fresh Mango Technologies

Headline

Are YOU ready to SELL and MARKET for one of the leading IT, cyber security and website development companies in the British Virgin Islands?

If you're the sales person we're looking for, you'll be driven, self-motivated, successful, great at technology selling and brilliant at 'getting the message out'.

Purpose of the role

The sales & marketing position will assist with the day-to-day customer-focused activities of the company. Duties include, but are not limited to Sales, Marketing, Purchasing and Operations.

Reporting to

General Manager

Main Responsibilities

Sales

The company ethos is "Customer is King", and you will be expected to lead by example in this regard. You will:

- Identify business opportunities and prospects and sell (or assist team members with selling) company services and products
- Ensure quotations are issued and followed-up diligently
- Build and maintain relationships with clients – existing and new
- Ensure all customer orders are project managed and delivered in accordance with agreed delivery dates
- Always go the extra mile for customers, and demonstrate the same to them

Marketing

Assist with company marketing activities, including:

- Social media creation, scheduling and posting
- Regular e-newsletter production and issue
- Other marketing activities as required

Purchasing

Assist with managing the purchasing function:

- Purchasing equipment associated with customer requirements, expediting and ensuring customers are kept fully informed
- Assist with all other purchasing relating to office, workshop, marketing activities etc
- Tracking and expediting purchases as appropriate

Office Management

You will assist with all aspects of office management, including but not limited to:

- Maintaining office systems, consumables, stock, cleanliness, tidiness
- Ensure all telephone calls and emails are answered promptly

Key attributes for role

- Keeness to develop and grow with the company
- Ability to learn quickly on the job
- Embrace training based on skills and ability
- Great customer skills and team spirit
- Excellent telephone manner and customer service

Qualifications and experience

- Demonstrable experience of purchasing and liaising with suppliers both locally and internationally
- Demonstrable customer facing experience
- Demonstrable e-marketing skills – Mailchimp and Social media
- Excellent communication skills both written and verbal
- Proficiency with MS Office suite, MailChimp
- Appropriate academic qualifications
- Valid BVI Driver's licence

Note that candidates of all experience levels will be considered, training will be provided as necessary.

Apply by email to jane.metcalf@freshmango.com. When applying please provide your resume and a covering letter explaining why you are suitable for the position.