

POSTAL CORPORATION OF JAMAICA

CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position.

SALES AND MARKETING MANAGER (GMG/SEG 1)

Job Summary

The Sales and Marketing Manager strategically develops and implements, advertising, marketing and communications programs regarding the products and services of the Postal Corporation of Jamaica.

Key Responsibilities

- ✓ Develops and implements marketing and sales plans in alignment with the strategic direction;
- ✓ Keeps abreast of trends and developments in sales and marketing and recommends relevant adoption where appropriate
- ✓ Implements marketing campaigns with sales activities and monitors activities against developed performance indicators;
- ✓ Defines and delivers techniques to improve the performance for sales management;

Required Knowledge, Skills and Competencies

- ✓ Excellent written communication (technical and editing) skills.
- ✓ Good understanding of the use of social media technology
- ✓ Good strategic social media and sales skills
- ✓ Exercise a high level of integrity
- ✓ Good customer and client focus
- ✓ Ability to manages external relationships

Minimum Required Qualification and Experience

- ✓ Bachelor's Degree in Sales and Marketing , Media and Communications or related field from an accredited tertiary institution;
- ✓ At least four (4) years' work experience in Sales and Marketing, with demonstrated ability to implement sales and marketing;
- ✓ Experience with video content , from creative development to production.

Applications should be submitted no later than Friday January 31, 2020 to:

**Director Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.gov.jm

NB: Only short-listed candidates will be contacted.