

# **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 December 4, 2020 to:

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

**Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.gov.jm)**

**NB: Only short-listed candidates will be contacted.**