

Vacancies

Our Client, a furniture manufacturer and importer, requires smart, honest, reliable and hardworking personnel in the following fields:

Post: Sales & Marketing Officer

Job Ref: SM/01/2021

Qualifications: At least O level standard, proficient use of MS Applications, fluently understands, read and write in Maltese, English and Italian and ideally a Certificate course in Marketing.

Experience: 5 years in a similar post with knowledge of Sales and Marketing

Salary offered: The right remuneration package is being offered

Sector: Furniture manufacturing and Imports

Roles and Responsibilities:

- a) Full responsibility for the Sales Department and meeting Sales targets
- b) Assist the MD in working out cost calculations
- c) Assist the Sales team to ensure quotations are accurate and issued on time
- d) Assist the customers during the design phase
- e) Marketing plans and budgets, continuous management of presence on social media, advertising and public relations
- f) Follow-up on sales leads
- g) Customer Care and After sales service
- h) Sales Administration (Sales orders, designs, catalogues and filing)
- i) Organise Sales meetings to continue to improve sales, service and after-sales
- j) Ensure proper upkeep of the showroom in all respects
- k) Assist the MD in working out commissions

Personal traits:

- a) Must be a positive thinker/person
- b) Courteous, disciplined and well mannered
- c) Organised with good time management skills
- d) Professional and customer oriented
- e) Statistically minded
- f) Be creative and has a flair for interior design furnishings and fixtures
- g) Can read, interpret and make BOMs from designs/drawings

The ideal candidate must have a sound technical background and knowledge of the furniture industry.

- Please submit a short covering letter and your detailed CV to: emidio.friggieri@gmail.com quoting the Job reference number in the subject
- Soliciting will automatically disqualify your application
- Please submit your application by not later than 30th April 2021