



## Marketing Representative and Office Lead

Job no: 2025003

Work type: Regular Full-Time

Location: Graniteside, Harare

Categories: Middle- management level

### About Us:

**Strand Precision Hardware and Fasteners** is a specialized supplier of high-quality fasteners and hardware solutions for the industrial, construction, automotive, and manufacturing sectors. With our headquarters in Harare and a branch in Kadoma, we are known for delivering excellence in product reliability, technical support, and customer service. We supply precision-grade fasteners built to international standards and offer custom manufacturing, bulk inventory solutions, and expert technical consultation. Our commitment to quality and strategic supply chain support makes us a trusted partner in critical industries nationwide.

### Role Summary:

We are seeking a **Marketing Representative and Office Lead** to join our dynamic team. This is a mid-career position suited for a motivated and experienced professional with a strong background in marketing and operations management. Based at our Graniteside Branch, this role will be responsible for overseeing daily shop operations, supervising junior staff, and leading all marketing and business development activities. The successful candidate will report directly to the Managing Director and act as the key point of contact for branch-level performance and growth initiatives.

### Key Responsibilities:

- Supervise day-to-day retail operations and ensure efficient shop workflow
- Train, mentor, and monitor junior staff in customer service, sales, and stock handling
- Lead and execute comprehensive marketing strategies including digital marketing, product marketing, and customer outreach campaigns
- Conduct regular market research to identify opportunities and improve product positioning
- Manage customer relationships, drive client engagement, and enhance customer satisfaction
- Coordinate in-store merchandising and promotional campaigns
- Monitor branch performance metrics, prepare regular reports, and propose improvement



strategies

- Identify new business development opportunities and contribute to revenue growth
- Ensure compliance with company policies, safety procedures, and operational standards

#### **Minimum qualifications and requirements:**

- A degree in Marketing, Sales, Business Administration, or a related field from a recognized institution
- At least 3 years of experience in marketing, sales, or operations in a retail or hardware environment
- Proven leadership skills with experience supervising staff or leading teams
- Strong understanding of digital marketing platforms and CRM systems
- Excellent communication, negotiation, and interpersonal skills
- High level of professionalism, initiative, and accountability
- Proficiency in Microsoft Office and relevant marketing tools or systems

#### **Mode of Application:**

Suitably qualified and experienced candidates should upload their applications, including a Curriculum Vitae (CV) of no more than 4 pages, and a cover letter to [strandprecision@gmail.com](mailto:strandprecision@gmail.com) with subject line - Marketing Representative and Office Lead. Please **do not** attach certificates. Applications submitted with certificates or with an incorrect email subject will not be considered. Only shortlisted candidates will be contacted.

Advertised: 2 June 2025

Applications close: 13 June 2025

Start date: 1 August 2025

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