

MARKETING OFFICER JOB VACANCY

About EcoAct Tanzania Limited

EcoAct Tanzania Limited is a social enterprise established to address the challenges of post consumer plastic pollution, waste management, deforestation, and climate change. We recycle and transform post consumer plastic wastes to manufacture durable and environmentally friendly plastic timbers. Plastic lumbers are affordable alternative to wood timbers, and they are ideal product for building, construction and furniture making.

Job Description

Job Location: Dar es Salaam, Tanzania
Reports To: Marketing Manager
Application Deadline: 17th November 2022

Job Summary:

The position holder will be responsible for supporting and working closely with the Company Marketing Manager in planning and implementing the Marketing and Product development strategy.

Duties and Responsibilities

1. Support the Marketing manager in planning and implementing the company sales, marketing and product development strategy.
2. Undertake product demand forecasting, sales and distribution to respective clients.
3. Deliver sales presentations/proposal to prospective clients with a best closing rate.
4. Work in collaboration with production department to ensure sales and stock reconciliation are undertaken and well maintained
5. Identify clients needs and handling customer complaints and concerns.
6. Promotion and marketing of Company products including organizing and attend marketing activities or events to raise product awareness.
7. Work with Marketing Manager to identify business growth opportunities and fostering business relationship with clients.
8. Produce and keep records of monthly and weekly sales reports.
9. To perform any other task as assigned by the supervisor.

Requirements: Education, work experience and skills:

1. Holder of Bachelor's degree of Marketing, Communications, or equivalent qualification from a recognized institution.
2. A minimum of two years' marketing experience in a reputable company/organization.
3. Knowledge and experience of computer applications word, excel, PPT, internet and email etc.
4. Knowledge on graphic design will be an added advantage.
5. Applicants should have a high level of discipline, trustworthy, communicative, and interpersonal skills, and sound work ethics.

How to Apply:

Interested candidates for the above position should submit:

- Application letter indicating salary expectation
- A two-page copy of their CV, names and contact information (email addresses and telephone numbers) of three work related referees. Note: **Educational transcripts and certificates are not required at this stage.**
- The applicant should clearly indicate the title of the application on the heading of the email.
- Applications should be submitted to recruitment@ecoact.co.tz by 17th November 2022. Kindly note that only shortlisted applicants will be contacted.