

1. GENERAL DESCRIPTION OF POSITION

The Marketing, Sales, and Office Admin Coordinator will be responsible for managing and implementing marketing strategies, overseeing sales activities, and handling office administration tasks at Dunes Mall in Walvis Bay. Reporting to the Centre Manager, this role demands a highly organized, creative, and detail-oriented individual who excels at multitasking and thrives in a fast-paced environment.

2. KEY PERFORMANCE AREAS, INCLUDED BUT NOT LIMITED TO:

Marketing:

- Manage & implement marketing campaigns according to the Marketing Strategy
- Manage social media accounts and create content for various platforms.
- Conduct market research to identify trends and opportunities.
- Coordinate with external vendors and partners for marketing materials and events.
- Track and analyze marketing performance metrics to optimize campaigns.
- Collect monthly turnover data from tenants and input it into the system.
- Prepare monthly marketing report.

Exhibition Sales:

- Generate leads and build relationships with potential Exhibitioners & Kiosks.
- Prepare quote & Invoices for Exhibitions & Kiosks.
- Maintain customer database and update sales records.
- Develop plan to achieve sales targets.
- Prepare monthly sales report.

Office Administration:

- Manage office supplies and equipment inventory.
- Handle correspondence, phone calls, and emails.
- Organize and maintain files and records.
- Schedule and coordinate meetings, appointments, and travel arrangements.
- Assist in the preparation of reports, presentations, and other documents.

3. REQUIREMENTS

- Education: High school diploma (Grade 12) with relevant experience in a marketing and sales environment.
- Language Skills: Fully bilingual, with excellent communication skills in both languages.
- Interpersonal Skills: Must be personable, approachable, and eager to learn new skills.
- Independence: Ability to work independently with minimal supervision.
- Technical Skills: Proficient in computer applications and software.
- Availability: Willingness to work one weekend per month.

Kindly submit your CV via e-mail to hr@oryxprop.com.na by no later than Friday, 26 July 2024.

- * This is not a comprehensive job specification and may be changed at any given time.
- * Please take note that only shortlisted candidates will be contacted.
- * Candidates not meeting the minimum requirements will not be considered.

Oryx Properties is an equal opportunity employer and complies with the Affirmative Action Legislation. People from previously disadvantaged groups meeting the requirements are encouraged to apply. Applicants who do not receive any response within four (4) weeks after the closing date must accept that their applications were not considered favourably. Oryx Properties regrets that it cannot return documents.