



## **SALES AND MARKETING OFFICER JOB ANNOUNCEMENT**

Are you interested in using your marketing and sales skills to support building businesses' online presence and brand in general? Do you have passion for innovative ways of selling products and services that IGIHE LTD offers? Then Join us!!!!

You will be joining a multidisciplinary and multitasking team of IGIHE LTD comprised of a youthful and energetic team of over 40 professionals committed to creating innovative solutions to businesses marketing and brand awareness.

### **What will you do?**

As a Sales and Marketing Officer, your primary job will be to drive sales of products and services IGIHE offers. This includes generating revenues from IGIHE's wide range of products and services.

### **Your responsibilities will include the following:**

- ✓ Research the industry and offer marketing solutions that will drive sales to IGIHE LTD
- ✓ Collaborate with sales and marketing team to effectively achieve organizational goals
- ✓ Manage and update interactions of sales made into the data base with daily activities and customers information
- ✓ Maintain consistent relationships with existing clients and expand IGIHE customers network
- ✓ Pitch clients and customers to decide, buy and consume IGIHE LTD's products and services
- ✓ Plan an effective sales targeting approach to the assigned sales area
- ✓ Do prospecting and cold-calls on businesses and organizations to make contacts
- ✓ Regularly follow up on leads and customers inquiries
- ✓ Propose/ suggest and implement a closing business strategy relative to sales

**www.igihe.com**

**PO Box:** 4317 Kigali-Rwanda

**Phones:** (+250) 788 8920 03 /788 49 69 15 / 788 74 29 08

**Location:**ETS Ndamage 4<sup>th</sup> Floor

**Emails:** info@igihe.com

**Website:**[www.igihe.com](http://www.igihe.com)



## About you

- ✓ You have excellent knowledge of how businesses work and ideally you have experience on how to close deals in a very short time
- ✓ You are passionate about marketing and communication - you love to understand evolving trends and adapt to them in your way of approaching and dealing with customers
- ✓ You enjoy working with youthful team in a highly demanding environment
- ✓ You have excellent writing skills
- ✓ You are skilled with computers, spreadsheets and presentations, and can understand the magic of social media

You will be a full time employee based at Kigali, with option of working upcountry from time to time

## About us

IGIHE LTD is a private media & IT business, operating in Rwanda since 2009. IGIHE offers media & IT services with special focus on online service. IGIHE LTD operates in video production industry with a modern video studio. IGIHE LTD provides the best creative talent on market for; news coverage, video production and coverage, public relations and advertising campaigns, and promotional programs. Our team is comprised of individuals who have driven solid revenue, industry change, and memorable "grass roots" promotions that have directly influenced the marketplace in Rwanda.

IGIHE offers the following services:

- ✓ Online advertisement
- ✓ Content development
- ✓ Events coverage
- ✓ Website design and development
- ✓ Website hosting
- ✓ Domain name registration
- ✓ Video production services
- ✓ Social media management

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**Join us by:**

Submitting your motivation letter and updated Curriculum Vitae to IGIHE LTD Head office, Ndamage Building, 4<sup>th</sup> Floor KN 82 st or send the documents via email at [marketing@igihe.com](mailto:marketing@igihe.com).

The successful applicants will be contacted via their personal emails.

Please submit your application before 3<sup>rd</sup> of March, 2017. Only shortlisted candidates will be contacted for interviewing.

Signed,

Meilleur MURINDABIGWI

CEO



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