



Job Ad

Position: (02) Marketing Assistant

Duration: 06 months renewable

Location: Douala

Reports to: Branch Managers

Job Description

- Responsible for the marketing of all products and services.
- Develop monthly marketing plans in conjunction with production department, which details activities to follow during the given period, which will focus on meeting organizational objectives.
- To manage the Marketing Department Budget. Delivery of all marketing activity within agreed budget.
- To manage all aspects of print production, receipt and distribution.
- Managing the entire product line life cycle from strategic planning to tactical activities.
- Specifying market requirements for current and future products by conducting market research supported by on-going visits to customers and non-customers.
- Developing and implementing a company-wide go-to-market plan, working with all departments to execute.
- Develop channels and events to showcase our equipment and services
- Recover outstanding debts.
- Reservice existing accounts.
- Analyzing potential partner relationships for product lines.
- Manage the productivity of the marketing plans and projects .
- Monitor, review and report on all marketing activities and results.
- Develop pricing strategies to our various market segments.

Person Specification

- A bachelor degree or equivalent in marketing, communication, media studies or related fields of studies.
- Must have at least 02 years of working experience in a media organization or advertising agency.
- Knowledge in audiovisual production equipment and technical names.
- Exhibit skills in writing marketing proposals and project management.
- Must be able to use the Microsoft suite and have basic knowledge in any software of the Adobe CS4 suite or related softwares.
- Should be between the ages of 24 and 35 preferably single.
- Should be able and willing to travel extensively
- Must be perfectly bilingual (English and French)

Key Competencies

- Excellent written and verbal communication skills
- Organization and planning
- Problem analysis and problem-solving
- Team-leadership
- Formal presentation skills
- Persuasiveness
- Adaptability



Audio Visual Technologies
& Media Services Sarl

- Innovation
- Judgment
- Decision-making
- Stress tolerance
- Collaboration

Interested candidates should send a curriculum vitae along with a write up (of not more 350 words) marketing themselves as the perfect candidate for the job.

All applications should be forwarded to recruit@avtmedia.biz on or before 5th February 2012.