

Marketing Co-ordinator and Event Manager

Qualification: Marketing, Event Management, Project Management

Experience: 5 years

Characteristics: Exceptional organisational skills, analytical, outgoing

Skills: PC (MS Outlook, Excel, Word, Powerpoint), Internet, social media

Salary: negotiable

Leave: 20 working days per annum, additional 5 working days per annum after five years' service with company

Perks: Cell phone, data package

Base: Hout Bay office

Nights away from home: up to 25 nights per annum, 2 nights per month on average, i.e. 10%

Main responsibilities:

- Managing and co-ordinating OMICRON South African User Conference
- Organizing stands at main marketing events (African Utility Week, Cigre, Eskom conferences)
- Organizing and managing customer sales seminars
- Co-ordinating, managing and organizing all OMICRON training courses
- Co-ordinating marketing efforts (Alectrix website, email blasts, magazine adverts, social media presence)
- Organizational travel support for sales engineers and managing director
- Support sales process (preparing quotations, processing orders)