

## WE ARE HIRING

Are you ambitious, self-motivated, and ready to take your career to the next level?

Join MAVON GROUP LIMITED, an emerging company in the building materials industry based in Dares Salaam. We're looking for passionate, driven individuals to be part of our journey as we expand across Tanzania.

## AVAILABLE VACANT POSITIONS

1. Sales & Marketing Officers (6 posts)
2. Digital Marketing Specialist (2 Posts)
3. Sales & Marketing Manager (1 Post)
4. Freelance Sales Agents (20 Posts)

### 1. Sales & Marketing Officers (6 posts)

#### Key responsibilities:

- Identify potential clients and new sales Opportunities
- Promote and sell company's building materials to clients within and outside Dar es Salaam.
- Meet and exceed the set monthly sales target
- Maintain strong client relationships and manage customer follow ups

#### Requirements and Qualifications:

- Form Four Leaver, Certificate or Ordinary Diploma in Marketing, Business, finance, accounting,
- or related field.
- Any proven experience in sales or marketing field
- Strong negotiation, communication and customer service skills
- Goal-oriented with proactive sales attitude

### 2. Digital Marketing Specialist (2 Posts)

#### Key responsibilities:

- Manage social media platforms and increase online presence for brand visibility
- Create engaging content to be posted on company's social media (reels, post, graphics, captions)
- Run paid ads campaign on Meta platforms and monitor performance
- Analyze engagement data and optimize digital campaigns
- Support the sales team with creative digital strategies
- Close sales leads, manage customer follow ups and maintain strong client relationships.

#### Requirements and Qualifications:

- Ordinary Diploma or Degree in Marketing, Communication, IT or any related field.
- Skills in graphic design skills
- Knowledge in SEO, Meta Ads Manager and online sales and branding strategies.
- Proficiency with Canva, Capcut, adobe photoshoot etc.
- Creativity and passion for digital trends.

### **3. Sales & Marketing Manager (1 Post)**

#### **Key responsibilities:**

- Design and execute sales and marketing strategies
- Supervise and guide sales and marketing teams and Freelancers
- Set targets, monitor performance, and analyze market trends.
- Develop brand strategies for building materials to increase sales
- Report Directly to Managing Director with key insights

#### **Requirements and Qualifications:**

- Bachelor Degree in Marketing, Business Administration, Finance, Commerce, Accounting, or any related field.
- Proven Experience in similar or related role.
- Ability to lead and inspire Sales Team.
- Strong understanding of the B2B market (Direct to business model) especially in building materials

### **4. Freelance Sales Agents (20 Posts)**

#### **Key responsibilities:**

- Find and approach new clients for building materials
- Present and promote company's building materials to hardware shops, construction sites etc.
- Close sales and submit regular updates.
- Earn Commissions based on performance.

#### **Requirements and Qualifications:**

- Sales experience preferred but not mandatory
- Must have a smart phone and basic digital skills
- Confident, self-motivated, and results driven
- No formal education requirement - your efforts and commitment matter a lot.

#### **HOW TO APPLY:**

Send your CV and application letter to email: [recruitment@mavon.co.tz](mailto:recruitment@mavon.co.tz)  
Indicate the position title you are applying in the email Subject.

**Deadline: 30<sup>th</sup> May 2025**