

NETWORK MEDIA HUB

NMH, an equal opportunity employer, has the following vacancy for a dynamic and energetic person with Namibian citizenship.

CLIENT EXECUTIVE: TOURISMUS & AGRIMONITOR

Patterson Grade: C1

Job purpose

To actively manage client portfolios and ensure that the NMH client portfolio remains top of mind. To actively promote, market and sell all the different platforms of NMH, including NMH digital content management system, social media, print publications and event engagement. Actively ensure clients are kept up to date with focused editions, social media and digital platforms, print executions, event and execute advertising tactics that will enhance NMH reach and alternatively contribute towards a revenue stream on a monthly basis, to ensure sales budgets are met.

Minimum Qualifications, Education & Experience

- 3-5 years Sales experience.
- Grade 12, Sales/Marketing Diploma or Degree is an added advantage.
- Proficient in MS Word Package and Excel.
- E-mail communication.
- Background in effective sales techniques.
- Valid Code BE Driver's license and own vehicle.
- Social and digital media knowledge.

Skills & Competencies

- NMH Broadcast platform coordinating via NMH SOP.
- Outstanding communication skills – including both speaking and writing in both Afrikaans and English.
- Outstanding communication, networking, sales, marketing, and interpersonal skills.
- Persuasive manner.
- The ability to negotiate and collaborate effectively.
- Team player with the ability to liaise with several departments across the NMH, Newsprint and client portfolio.
- Resilience and the ability to work under extreme pressure, adhere to strict deadlines and stay calm when under pressure.
- Be able to come up and put together creative briefs according to client needs and liaising with the production department.
- Self-Motivated, driven, be able to perform independently and under supervision.
- Be able to give a detailed report to line manager on a weekly basis.
- Good Administrative skills, to keep record of client bookings, invoices, proof of payments, orders and to communicate effectively with the finance department on queries.
- Assist Events department when needed for events/sport coverage.
- Willingness to travel alot

Key Performance Areas

- Discovering the needs of, and challenges faced by, clients – and using effective sales techniques and customer service to market the NMH portfolio, while specifically focusing on the tourism and agricultural sector.
- Ensure clients are kept up to date with the sales / marketing portfolio of all NMH Platforms
- Communicating with clients and prospective clients through emails, phone, social media, video calls and/or in person.
- Planning and coordination of account activity of each client and reporting on status of account.
- Gaining an in-depth knowledge of the NMH portfolio, its products/services, the market and presenting this to clients in both visual and written communication.
- In-depth knowledge of best practices for print, various social media platforms and online media.
- Studio / Broadcast engagements aligned to NMH Marketing and Client portfolio.
- Create video/social media/print ad content assigned to clients aligned to NMH client portfolio.
- Generating sales opportunities through in-depth knowledge of clients' sales and marketing trends, engage in upselling and cross-selling and meeting sales targets.
- Daily cold calling of new clients to expand the client base of the Company.

Interested candidates who qualify for the above position can forward their CV with certified copies of qualifications and relevant documentation to:

The Human Resources Department

E-mail: vacancies@nmh.com.na Please write **"CLIENT EXECUTIVE: TOURISMUS & AGRIMONITOR"** in the subject line.

Please note: Only short-listed applicants will be contacted. No documents will be returned.

Closing date: 20 December 2024