

CLIENT EXECUTIVE: Private Sector

Paterson Grade: **A1**

Duty Station: **Windhoek**

synergi
MARKETING

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

Job Purpose:

To actively promote and sell advertising space in the assigned sales territory, and ensure that the sales targets designated to the incumbent are met by continuous contact with designated clients, following companies' marketing strategies to generate income.

Minimum Qualifications, Education and 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 B Driver's license and own vehicle
- Social and digital media knowledge

Skills and Competencies

- Selling advertising space to existing and potential advertisers.
- Meeting assigned advertising sales targets.
- Continuous contact with advertisers by personal visits and telephonic calls.
- Administrative duties and correspondence to advertisers.
- Effectively manage and update the client's database.

Key Performance Areas

- A background of effective sales technique and customer service persistence/ results orientated to generate maximum income for the company.
- Excellent people skills and the ability to liaise with clients on corporate, commercial and small business level.
- Strong administrative skills and proficient in MS Office products, e-mail and using the internet.
- Self-motivated and self-driven.
- Excellent time management skills and the ability to prioritize to ensure that all deadlines are met and advertisers are serviced properly.
- Excellent communication skills, verbally and written in both Afrikaans and English.
- Ability to work under extreme pressure and adhere to strict deadlines.
- Ability to multi-task.
- Good decision making abilities to reply to queries.
- Eye for detail.
- Consult with the graphic department and dictate requests for the designing of advertisements in order to deliver quality samples to clients.
- Performs both independently and under supervision, in accordance with general principles and advice.
- Trustworthy.
- Excellent networking skills.
- Legal awareness to minimize risk litigation.
- Must be prepared to travel in Namibia.

Duties and Responsibilities

- Provide clients with quotations and proof advertisements according to deadlines and client requests to ensure all deadlines are met.
- Checks that advertisements are published in accordance with the client's order and the production timetable of all ESP Publications to ensure quality control.
- Keeps clearly arranged records of the advertising orders received by the client to make available to the financial department for invoicing.
- Provide efficient assistance to the financial department in identifying, record keeping and efforts to recover overdue accounts receivable for advertising.
- Submit proof of payment of cash and delayed cash accounts to the system administrator to generate maximum income for the company.
- Maintaining and developing relationships with existing clients with company visits, telephone calls and e-mail correspondence to ensure that clients are serviced properly.
- Promptly responds to incoming e-mails and telephone calls to maintain client relations.
- Promptly responds to clients' queries regarding advertising. In case of claims, report to the sales manager to take steps to satisfy clients with service delivery.
- Initiate marketing opportunities to grow business.
- Propose and sell new ideas and advertising opportunities to existing and new clients to generate additional income.
- Advise clients on best possible placement options in the paper to promote special initiatives.
- Keep promotional material updated to have correct and current statistics and data readily available.
- Check factual content and quality of advertisements to ensure standards are maintained and advertisements are ready for quality printing.
- Consult and instruct graphic designers to design advertisements to the satisfaction of clients.
- Provide adequate and comprehensive answers to queries and questions by clients to minimize misunderstanding.
- Familiarize themselves with clients' needs and contribute information regarding opportunities in the market to offer best deals.

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" in the subject line.

Only shortlisted candidates will be contacted. No documents will be returned.

Closing Date: 15 September 2025

Interviews: 17 September 2025