



GEORGETOWN CHAMBER OF COMMERCE AND INDUSTRY

VACANCY

Applications are invited from suitably qualified persons to fill the post of **ADVERTISING SALES ASSISTANT (PART-TIME)**.

The GCCI is looking to appoint two (2) Advertising Sales Assistant to sell advertising space in its 7th edition of the Business Guyana Magazine (BGM) 2016.

Essential Job Functions:

- Selling advertising space in the BGM.
- Managing a number of different clients, contacting them by phone and email to discuss their advertising requirements.
- Maintaining the organization's database.
- Working in a fast paced, team environment the successful candidate will be expected to meet and exceed targets.
- Liaising with the Projects and Event Coordinator to ensure that deadlines, changes in the market and other important information are communicated effectively.

Requirements:

- Diploma in Marketing, Communications or related field
- Communication skills
- Persuasive ability
- A good telephone manner
- Confidence and an outgoing personality
- The ability to build the relationship with prospective advertisers
- Diplomacy and patience
- The ability to work under pressure
- Must be self-motivated with a strong desire to succeed
- Must have strong selling and closing skills

Compensation:

Attractive Salary being offered. There is also a generous commission structure on offer.

The GCCI maintains a high level of customer service- the successful candidates would therefore be expected to maintain this level of service. This is a key role in the organization's expansion and progression plans and requires a target driven individual who isn't afraid of a challenge and wants to succeed.

Applications with Curriculum Vitae and the names of two (2) Referees should be submitted to:

The Executive Director

Georgetown Chamber of Commerce and Industry

156 Waterloo Street, North Cummingsburg

Georgetown

Email: gccicommerce2009@gmail.com

Applications MUST be submitted by Friday, August 21, 2015.