



Vacancy Notice

Job Position:

Marketing & Sales Account Executive

Skill Level:

Mid Level

Remuneration:

R25,000

Appointment Duration:

Permanent - 3 Month Probation

About TQ Group:

Storytellers with a knack for Tech

We are a marketing & communications solutions agency specialising in the content production and content management for innovative communication platforms. We use the mediums of video and animation to bring our stories to life and deliver this to our customers end users.

TQ Group is looking to hire a mid-level Marketing and Sales Account Executive to assist our sales team in day-to-day tasks.

Responsibilities:**Account Management:**

- Research prospective clients/business partners and market trends
- Prepare client presentation documents
- Prepare proposals
- Prepare status reports - internal & clients
- Document preparation for client meetings & viewings
- Arrangements for functions and client meetings
- Prepare comprehensive production briefs based on your knowledge of the client and good content production principles.
- Drive brief from concept to final delivery
- Collate detailed monthly management reports
- Maintain a detailed stakeholder management plan.
- Prepare pitches for possible content via written documentation to the client - including proposals, visual references etc.
- Handle client queries - in person, via telephone and in writing.
- Provide general assistance to the marketing and sales team
- Basic travel arrangements



Administration

- Prepare, format and edit documentation and presentations for internal and client distribution
- Maintain marketing databases - CRM system
- Provide administrative support to the marketing and sales team
- Prepare meeting agendas & contact reports
- Electronic filing of documents and sales collateral
- Diary management
- Email management - interpreting mails and determine next steps
- General administrative tasks
- Prepare management reports

Finance

- Assist with obtaining quotes when required
- Assist with preparing finance tracking documents and project reconciliations

Content Production

- Assist the marketing and sales team with any tasks related to content production
- Assist the marketing and sales team with compiling client briefs, cost estimates and all activities related to content briefs
- Attend all internal content briefings & kickstarts, ensure that you have a clear understanding of each brief and drive it through its production cycle by liaising with the studio team

What We Require:

- Excellent in Microsoft Outlook, Excel, Word, and PowerPoint skills
- Monday.com knowledge advantageous
- CRM knowledge
- Keen eye for detail - Consistency is key!
- Administratively strong
- A go-getter who does not wait for instructions to do something
- Can manage his/her own time and tasks
- Has the ability to work without supervision
- Master of multi-tasking
- Is a quick learner that exhibits initiative
- Has reliable transport - may occasionally require after-hours travel

Qualifications:

- Post school qualification in marketing and sales advantageous
- 3+ years' experience
- Experience in an agency environment is advantageous
- Experience of Chase software - advantageous
- **NB. Please provide contactable references**

Contacts:

Please send your CV - admin@tqgroup.co.za