



**MIC-IT INVITES APPLICATIONS FROM SUITABLY QUALIFIED  
CANDIDATES FOR THE FOLLOWING POSITION:  
MARKETING REPRESENTATIVE I**

## OVERVIEW

**The Marketing Representative I will be responsible for the marketing and sales of the Company's Plastics products and services throughout Trinidad and Tobago.**

The incumbent will also perform an active role in promotional activities and provide administrative support to the Marketing and Business Development Unit.

## JOB SUMMARY includes

1. Promote and sell the Company's Plastics products and services in keeping with the overall Marketing and Business Development Plan
2. Ensure achievement of monthly sales targets of the Plastics department by assisting with conducting sales of its products and services, making recommendations where necessary
3. Perform daily administrative tasks to ensure the functionality and coordination of the department's sales activities
4. Seek new opportunities for introducing products to both existing and new customers and acquire new customers on a monthly basis
5. Promote customer confidence and satisfaction by liaising with customers and addressing their concerns, complaints and/or billing queries with the highest degree of courtesy and professionalism in a timely manner
6. Assist in conducting market research and analysing data collected
7. Update spreadsheets, databases and inventories with statistical, financial and non-financial information
8. Assist with the coordination of delivery/collection and payments of plastic products
9. Assist in the organisation of promotional events and traditional or digital campaigns
10. Assist in the preparation and delivery of promotional presentations and proposals
11. Prepare and submit reports on sales and other related matters to the Manager of Marketing and Business Development or delegate on a weekly/monthly basis
12. Contribute to team effort by accomplishing related results
13. Perform all other related duties as required

## MINIMUM QUALIFICATIONS & EXPERIENCE

1. Five (5) CXC/O Level subjects
2. Certificate in Marketing, Communications, Public Relations or relevant professional qualification
3. Minimum two (2) years of experience
4. Possession of a Technician's Diploma in Machine Shop Craft will be an asset
5. Possession of a light vehicle Driver's Licence
6. Any other equivalent combination of training and experience



## ADDITIONAL REQUIREMENTS

1. Must be able to work flexible hours, including weekends if required
2. May be required to lift light objects
3. Possession of a vehicle in good working condition will be an asset

## REQUIRED SKILLS AND COMPETENCIES

1. Possess computer Literacy Skills (Spreadsheets, Word processing, Email)
2. Exquisite communication and people skills
3. Have good time management, planning and organization skills, as well as a customer-oriented approach
4. Ability to achieve monthly sales targets
5. Ability to create and maintain relationships
6. Possess adequate marketing and sales experience, with a good working knowledge of social media marketing tools
7. Be able to work on your own initiative as well as part of a team
8. Must be able to influence and communicate effectively with clients
9. Must be able to multi-task and work under pressure meeting multiple project deadlines
10. Excellent attention to detail
11. Good knowledge of market research techniques and databases
12. Knowledge of stock inventory techniques
13. Knowledge of Marketing and Merchandising techniques, retail trade, trade profitability and familiarity with channels
14. Knowledge in preparation of quotation of job orders
15. Knowledge of the Manufacturing sector
16. Knowledge of assessing and evaluating markets
17. Knowledge of plastics manufacturing and machine shop terminologies
18. Knowledge of Health and Safety procedures

## APPLICATION AND DETAILED RESUME SHOULD BE SUBMITTED TO:

**Manager, Human Resources**  
**MIC Institute of Technology (Head Office)**  
**5A Century Drive, Trincity Business Park, Macoya**  
Or email [recruitment@mic.co.tt](mailto:recruitment@mic.co.tt)

**CLOSING DATE FOR APPLICATIONS: FRIDAY, 28 APRIL 2023**

*We would like to thank applicants for their interest and we wish to advise that only those candidates considered will be contacted.*