



## URGENTLY REQUIRED!

### RECENT GRADUATES FROM QUALIFYING INSTITUTIONS HAVING COMPLETED AN ACADEMIC PROGRAM

**Bachelor's Degree in Marketing / Computer Science / Communication or related field**

The successful candidate will be responsible for a variety of outbound related marketing activities and management of creative projects.

### DUTIES AND RESPONSIBILITIES

#### Duties and Responsibilities:

- Analyzes and prepares business proposals
- Requests for/seek information to properly-analyze Request for proposals (RFP) and facilitates preparation of these
- Understands and verifies the scope of work for each prepared proposals – if needed, consults with the department CEO and Managing Director or General Manager for any commercial or technical clarification
- Proactively liaises on a daily basis within current and prospective clients through direct and indirect communication tools in order to establish and maintain relationship and achieve annual sales target
- Responsible for organizing, filing, and analyzing collected data into the database
- Prepares weekly/monthly written reports to provide updates to the CEO and General Manager on the status of delegated tasks
- Writes articles for PR and other print media advertising needs
- Actively participates in strategic planning, corporate social responsibility, pricing and market research
- Assist in the preparation of presentation materials; may be requested to conduct presentations to clients from time to time
- Designs and coordinates all marketing collaterals such as brochures, websites items, etc.
- Represents and promotes the company at various curtain wall or any other industry-related events
- Attends to other duties that may be required

### SKILLS AND QUALIFICATIONS

#### Skills and Qualifications:

- Candidate must possess at least a **Bachelor's/College Degree in Marketing, Advertising, Communication Arts, or other Business-related courses**
- With or without experience in Sales & Marketing from the IT Industry or others
- Should be knowledgeable making Strategic Marketing, Business Plan, Feasibility Study, Financial feasibility / Analysis, Marketing feasibility / Plan, Management Feasibility and Technical Feasibility
- Must have excellent communication, presentation and interpersonal skills
- Should be capable of multi-tasking while effectively performing Sales and Marketing duties
- Knowledge in art direction or creative design is an advantage
- Must be flexible, highly motivated, aggressive, and results-oriented
- Must be a team player who can work with minimal supervision

### REQUIRED DOCUMENTS AND CONTACT DETAILS

If you are interested kindly submit your updated CV with attached photo and copy of Official Transcript of Record send it to: [sha2515@yahoo.com](mailto:sha2515@yahoo.com) | [hr@aeromapss.com](mailto:hr@aeromapss.com) | [info@aeromapss.com](mailto:info@aeromapss.com)

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