



Vacancy Announcement

Sales & Marketing Assistant (Full Time)

Location- Yangon

Application closing date: 10th May 2024

Eden Myanmar is a local NGO working with human-trafficking survivors. We are a faith-based organization, motivated by our core values of love, hope, justice and restoration. We are looking for a person to join the team as a **Sales & Marketing Assistant, Yangon.**

The care and wellbeing of Eden beneficiaries is ALWAYS your first priority.

This job description details your primary job requirements but is not exhaustive and there may be other tasks that you are requested to do that are not included in this list. You are to complete any other task assigned by your supervisor and to respond with team values of collaboration and unity to do any task concerning beneficiaries to ensure their wellbeing and continue to provide a high standard of care.

You will be responsible for:

- Organize sales events
- Present products
- Maintain accurate sales records
- Attend sales conferences and meetings
- Maintain existing customer relationships
- Market research for local jewelry market
- Ensure timeous response to customer queries
- Maintain social media accounts
- Responsible for customer reply
- Prepare income form
- Maintain sales stocks to be safe and update stock list
- Arrange delivery and international shipment
- Collaborate with production team to order and get the stocks
- Responsible for customer service
- Prepare for Live sales
- Responsible to prepare and fill Eden vouchers for each customers buying
- Liable the showroom area to be neat and tidy
- Responsible for suitcase stocks and order new stocks to production
- Collect customers purchase orders
- Prepare and send monthly sales report
- Explore other selling opportunity
- Post sales advertisement on Social Media
- Work closely with Sales & Marketing Executive



Required skills:

- Myanmar National
- Diploma in Sales or Marketing or related field
- 1 year sales experience
- Must be able to work on weekends and evenings as needed
- Be able to work independently and in a team
- Proficient in MS Office
- Outstanding organizational and time-management abilities
- Perseverance and Patience
- Excellent communication and interpersonal skills
- Strong ethics and reliability
- Ability to communicate in English

The ideal candidate will preferably be compassionate and driven with an interest in working in the field of anti-human trafficking. If this sounds like you, please send your resume to: humanresources@edenmyanmar.org