



19TH SEPTEMBER 2024

FUJILAND EVENTS LTD

8C, Bain Des Dames, Cassis, Port Louis, Mauritius

211 3000



FUJILAND EVENTS LTD
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VAT No 20322559 BRN C07056433

Job Advert: Sales & Event Coordinator

Are you a proactive and detail-oriented professional with a passion for delivering exceptional service and organizing memorable events? We are seeking a motivated Sales Coordinator to join our team. This role requires a versatile individual who can manage various administrative tasks while ensuring seamless coordination and communication with clients and management.

Key Responsibilities:

- Manage and coordinate sales activities, ensuring a high level of service and presentation to clients and managing directors.
- Handle mail, oversee e-procurement processes, and maintain an active presence on social media platforms.
- Demonstrate strong communication skills to effectively interact with clients and senior management, delivering compelling presentations.
- Plan site visits meticulously, including pin location, site photography, form completion, and adherence to company procedures.
- Prepare tenders, quotations, and other sales-related documentation accurately and in a timely manner.
- Update and maintain the calendar to coordinate installation and dismantling schedules efficiently.
- Flexibility in working hours to accommodate client needs and ensure customer satisfaction without complaints.
- Bring innovative ideas to organize weddings, parties, birthdays, and formal functions for ministries, meeting specific client demands and exceeding expectations.
- Ensure meticulous attention to detail regarding customer satisfaction and observe minor details of clients' requirements.
- Keep directors informed about all organized functions and collaborate closely with the sales team and storekeeper to ensure availability of materials for function setups.
- Proactively find solutions in case of material unavailability to ensure smooth event operations.

Requirements:

- Valid driving license and willingness to travel as required.



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- Proficiency in managing mail, e-procurement systems, and social media platforms.
- Excellent communication skills with a strong aptitude for service and presentation.
- Ability to plan and execute site visits with attention to detail and adherence to company procedures.
- Experience in preparing tenders, quotations, and managing sales documentation.
- Capability to update calendars and coordinate installation and dismantling schedules effectively.
- Flexibility to work varied hours to accommodate client needs and ensure satisfaction.
- Innovative mindset to organize diverse events and functions, meeting specific client requirements.
- Team-oriented approach with the ability to collaborate effectively with colleagues and find solutions to challenges.

If you thrive in a dynamic environment and possess the skills and qualities described above, we encourage you to apply for this exciting opportunity. Join us in delivering exceptional service and creating memorable experiences for our clients.

Application Instructions: Please submit your resume and a cover letter highlighting your relevant experience and qualifications. We look forward to reviewing your application and discussing how you can contribute to our team!

Thank you for your prompt attention to this matter.

Best regards,

Mr Sobany Nawaz

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Director

Fujiland Events Ltd

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