



Management Institute for National Development

An Agency of the Office of the Cabinet, Government of Jamaica

Building Capability for Public Service Excellence

ISO 9001: 2015 CERTIFIED

STAFF VACANCY

Applications are invited to fill the following vacancy **Client Relations and Marketing Officer, Level 6**

The **Client Relations and Marketing Officer** assists with the process of developing and establishing a sound marketing and relationship management ethos for MIND, utilizing the best and most effective strategies, to market MIND's products and services to stakeholders, via a dynamic medium of communication; the Officer attracts, builds and maintains client relationships and establishes effective business strategies that, in the process, produce sales results.

The successful candidate should possess the following competencies:

- Sound knowledge and appreciation of sales and marketing
- Sound knowledge of communications and media
- Sound knowledge and appreciation of customer service and client relationship building and management
- Excellent interpersonal, communication and presentation skills
- Good understanding of business processes and the use of technology
- Excellent problem solving and resolution skills
- Very good analytical skills
- Excellent organizational/administrative and project management skills
- Very good teamwork and cooperation skills

Minimum Qualifications and Experience:

- Bachelor's Degree in Marketing, Business Management or related field
- Three (3) years demonstrated, progressive experience in planning, marketing and client relations

Qualified applicants are invited to address their applications and résumés to:

- Senior Manager, Human Resource Management
- hr@mind.edu.jm

Application Deadline: Friday, September 27, 2024

MIND Kingston

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