



About the job

Company Description

VIVA Towers, located in Dar es Salaam, Tanzania, offers prestigious corporate offices and luxury apartments with state-of-the-art facilities and international finishes. The business district location provides easy access to amenities, including broadband internet, centralized air conditioning, 24hr security, and secured visitor parking.

JOB TITLE: Sales and Marketing Executive

Role Description

This is a full-time on-site role for a Sales and Marketing Executive at VIVA Towers in Dar es Salaam, Tanzania. In this role, you'll oversee ERP lead management, client interactions, marketing visits, and administrative tasks such as preparing agreements and maintaining tenant records. You'll coordinate property management activities, handle tenant communication, and ensure smooth operations between departments. This position requires excellent communication, organization, and multitasking skills to support our dynamic team.

Qualifications

- Proficiency in ERP lead management and client follow-ups

- Strong communication and interpersonal skills for tenant interactions
- Expertise in sales, marketing, and administrative support
- Ability to manage multiple tasks in a fast-paced environment
- Experience in the real estate industry is an advantage
- Bachelor's degree or Diploma in Marketing, Business Administration, or a related field

The deadline for submission of the application for this post is **11/01/2025**

All applicants must email their CV's and cover letters to hr@vivatowers.com