

# Senior Sales and Marketing Specialist

**Proserve, a company which provides support services (printing, mailing, courier, scanning) to Bermuda companies plans to expand its service offerings and is looking for a dynamic sales and marketing specialist to help shape its future.**

## **DUTIES & RESPONSIBILITIES**

- Qualified and experienced in marketing an array of Technology Solutions.
- Involved in all aspects of projects, including pre sales needs analysis, systems design, proposal preparation and presentation, project scheduling and systems implementation.
- Formulating, implementing and delivering strategic sales that align with the objectives of the Company.
- Liaise and coordinate with Operations on implementation of new jobs.
- Close out and handover projects.
- Providing and communicating weekly, monthly and quarterly updates.
- Assisting in the development of new business opportunities.
- A commitment to provide exceptional customer service & account management.
- Flexibility and openness to perform additional and different duties as the business demands.

## **QUALIFICATIONS**

- Minimum Bachelor's Degree in a Business related field.
- Minimum of 3 years experience in Sales and Marketing.
- Exceptional verbal and written communication skills to effectively communicate technical concepts to non-technical individuals.
- Proficiency in using the Microsoft Office suite of programs.
- Previous experience in managing support staff.
- Must be able to work evenings and weekends on occasions.

**Closing date: June 19, 2012**

**Please send resumes via e-mail to: [recruiting@proserve.bm](mailto:recruiting@proserve.bm) (you must quote the position of interest in the subject line, i.e., Senior Sales and Marketing Specialist)**

**Or, send via post to: Proserve Recruiting, Proserve Bermuda Ltd., P.O. Box HM 3128 Hamilton HM NX.**

**Proserve**