



Fujiland Events Ltd is looking for sales and events coordinator (Marketing)

Fujiland Events Ltd typically does the following:

- Organize site meetings with prospective customers
- Plan the scope of the event, including time, location, program, and cost
- Inspect places to ensure they meet the client's requirements
- Plan meeting in office for visual presentation
- Coordinate event services
- Ensure the flow of work starting at operational level (welding, dismantling, decoration, lightings, etc) till management level (quotation, etc), the work is done accordingly.
- *Monitor event activities to ensure the client and event attendees are satisfied*
- *Review event bills and approve payment (essentially providing private functions with a large number of choices which are not budget restricting)*
- Sponsor some events

Situated at **3 bain des dames cassis port louis Mauritius**

Duties are as follows:

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

We are currently looking for degree holders in Sales and Events Management.

Marketing

Duration: [Full times](#)

Experience: (Optional) [either fresh or experience.](#)

Remuneration Rs 25,000 exclu overtime and commission

Working Days/ Time: [From Monday to Friday- 8:30 to 5pm - Sat: 8-13pm](#)

Send your CV/ Motivation Letter on: nawazsob@intnet.mu

By End of September

Learn more on their company: www.fujilandevents.com