

MARKETING CO-ORDINATOR SALES & MARKETING DEPARTMENT - POM BASED ROLE

Theodist Ltd. stands as Papua New Guinea's premier retailer and supplier, catering to businesses, educational institutions, government entities, and individual customers. As a company committed to excellence, we take pride in providing top-quality stationery, office products, survey equipment, computers, and more. Our dedication to integrity, teamwork, and customer satisfaction has positioned us as an industry leader.

We are actively seeking a dynamic and motivated individual to join our team as a Marketing Coordinator. This role presents a unique opportunity to be part of a thriving organization that values a culture of collaboration, innovation, and commitment to customer service.

JOB OVERVIEW:

Reporting to the National Sales Manager, you will be at the forefront of our marketing efforts, driving the execution of innovative campaigns and initiatives that propel our brand forward. Your role will be integral in shaping our strategies, from analyzing market trends to coordinating promotional activities and maintaining inventory.

KEY RESPONSIBILITIES:

- Craft engaging campaigns to promote our products/services, ensuring they resonate with our target audience.
- Monitor sales performance and manage promotional materials inventory to support marketing efforts effectively.
- Coordinate logistics for events, ensuring smooth execution and maximum exposure for our brand.
- Drive our online presence through compelling content and strategic engagement on social platforms.
- Compile insightful reports to guide decision-making, based on thorough analysis of market data and trends.

SKILLS

- To directly engage with target customers through various marketing channels.
- Understanding of different market segments and how to tailor marketing efforts accordingly.
- Proficiency in gathering and analyzing data to inform marketing strategies.
- Strong organizational skills to manage multiple projects simultaneously and meet deadlines effectively.
- Experience in creating and curating content for social media platforms to drive engagement and brand awareness.

Qualifications:

- Bachelor's degree in Marketing or related field
- Previous experience in marketing coordination or a similar role
- Strong organizational and analytical skills, with attention to detail



How to Apply

If you're a passionate individual who shares our values and wants to make a difference at Theodist Ltd., we'd love to hear from you!

To apply for an open position, please fill out the application form by providing the following information:

- First Name
- Surname
- Email
- Phone
- Position(s) you are applying for (select from the drop-down menu)
- Cover letter & Resume (upload file)

Deadline: The closing date for applications is July 11th, 2025.

Theodist Ltd. is an equal opportunity employer, and we welcome applications from candidates of all backgrounds and experiences.



/theodist



/theodist.ltd



/theodist.ltd



www.theodist.com