

CAREER OPPORTUNITY



Acid Survivors Foundation (ASF) is a centre of excellence with a vision of Bangladesh free from acid violence, where burn victims, especially women and children, live with dignity.

It is an independent, non-government, non-profit organization, set up as a Trust and registered with the NGO Affairs Bureau of the Government of Bangladesh. It is the only specialized NGO in Bangladesh working to prevent acid and burn violence; empower survivors, especially women and children; and campaign for prevention and elimination of this violence. ASF works with an integrated approach, using a holistic (bio-psycho-social) multi-disciplinary approach backed by research, experience and evidence.

ASF is looking for a qualified person for marketing its **pressure garments & other related products used in treatment of Burn patients**. Details are mentioned below for the position:

Marketing Promotion Officer

Main Duties & Responsibilities:

- Marketing promotional officer will be overall responsible for promotional activities of pressure garment sales.
- He /she will be contributing for developing marketing strategies and setting targets for pressure garment.
- Developing and implementing an internal marketing program under guidance.
- Preparing, planning and project managing the publication of all publicity material to maximize brand promotion.
- Creating and developing new innovative ways to communicate the company message to their existing and new customers.
- Increasing business opportunities through various market ways.
- Keeping up date records with products and competitors.
- Contributing to the monthly sales and marketing plan.
- Coordinate with customer service team to ensure utmost satisfaction of the customer
- Develop market analysis to identify customer needs.
- Develop marketing plan and set target at yearly basis.
- Organizing and attending marketing activities to raise awareness on pressure garment.
- Plan advertising and promotional initiatives of pressure garment in social and print media.
- Collect customer feedback and assess the satisfaction level on pressure garment.
- Liaison with other stakeholders to promote pressure garment sales.
- Work with other team in preparing budget and monitoring expenses.
- Keep all promotional activities record and prepare report as per the requirements.
- Develop and manage client & agency relationships.
- To maintain bill, voucher and submit to the finance department.
- Any other tasks assigned by line manager.

Location: Based in Dhaka with occasional field visits.

Educational Qualification:

- BBA/BCom from any reputed university.

Work Experience:

- 2-3 years.

Skills, Knowledge & Abilities:

- Proven experience as MPO/similar types of experience.
- Solid knowledge of marketing techniques and principles.
- Excellent knowledge of MS word, Excel and other computer literacy.
- Thorough understanding about social media.
- Should be gender sensitive and able to work with survivors.
- Flexibility and strong commitment to the following field.
- Excellent networking, communication & negotiation skills.
- Highly motivated, self-starter, can work under pressure with minimum supervision,
- Demonstrate integrity and transparency.
- Leadership skill and Team building capacity.
- Ability to interact with persons from all areas.
- Language proficiency in English and Bangla both.

Age: Age should not exceed 32 years.

Salary: BDT 25,000/ with others benefits.

Job Nature: Contractual

Working hour: 10 am - 8 pm, 6 days in a week

Duration: Till March -2019. Duration may extend on availability of fund.

Apply Instructions

- A signed application addressing the Executive Director of the organization.
- A CV with recent photograph

Address for hard copy submission:

Acid Survivors Foundation
Plot-A/5, Block-A Floor- 06, CRP-Mirpur
Mirpur-14, Dhaka.

<http://www.acidsurvivors.org> , Or

Soft copy or Email Submission:

email to hr@acidsurvivors.org addressing, Executive Director, Acid Survivors Foundation mentioning the post applied for in the subject line.

Please mention the post applied for on the top of the envelop.

Application Deadline is on 23 April 2018.

ASF is an equal opportunity employer -- Be a proud member of ASF