

## **MARKETING EXECUTIVE**

### ***GENERAL DUTIES***

Re-enforce and maintain relationships with existing Customers and prospective clients in order to solicit new business.

Preparing CIRD's (Customer Inquiry Response Datasheet) and act as a liaison between Customers and Arch Technical Team.

Maintain marketing status report with the status and have reminders for follow up.

Identifying the key accounts for strategically securing profitable business.

Participate fully in company marketing and new product development initiatives.

Ensure at all times that new business development initiatives are implemented professionally and thoroughly.

Plan and participate in visiting to existing and potential customers on a quarterly basis.

### ***KNOWLEDGE & SKILLS REQUIRED:***

- Excellent attention to detail and impressive organization skills.
- Ability to establish strong industry networks.
- Knowledge of industry logistics, terminology, processes, and transaction costs.
- Self-motivated and resourceful
- 1-2 years business experience in marketing is preferred.
- Good communication skills in written form, e-mail or in person.

### ***About Arch Plastics Packaging***

Arch Plastics Packaging (ARCH) is a reliable producer and supplier of quality plastic containers for the Pharmaceutical and Personal Care Industries. We follow all principles of the ISO criteria as well as stated Good Manufacturing Practices (cGMP), in strict compliance, giving the importance to safety of all, within our premises. Our success depends on our versatility, creative and quick response approach. Customer satisfaction, we believe is the focal point of all growth and development.