

## **Export / Marketing Department:-**

We offer Occupational training internships within this department ranging from 4 to 6 months with supervised training to be given in the following areas:-

- Preparation of export documentation for export customers
- Organise transport of goods with logistic handlers
- Follow-up on supply of goods with supplier to meet delivery deadlines
- Handle telephone inquiries from export customers
- Maintain customer profile
- Quotation follow-up and monitor progress reporting on market activity
- Investigate market opportunities in countries not currently covered
- Estimating costs of equipment for supply to customers
- Control & Maintain Promotional Items (ordering & stocking)
- Maintain and Print the Company price lists.
- Prepare and Issue Company internal newsletter
- Design product advertising – directories / journals etc
- Trade Show Exhibition – planning and co-ordination of display and promotional items.
- Prepare sales presentation slides and visual material
- Distribution of product literature to sales personnel
- Printing & re-printing of sales literature and tools ( posters etc)
- Assist sales branches in Marketing activities.