

JOB TITLE

- Research & Marketing Manager – November 2008.

REQUIREMENTS

- Bachelor's Degree in Research/Survey & Marketing or the equivalent of certified courses in Marketing, preferably with experience in the Real Estate/Property sector.
- Nationality: Open to all Nationalities.
- Languages: Fluent in English. Arabic is an advantage.
- Excellent Communication (Oral & Written), Critical thinking and Negotiation skills.
- Proficient w/ Computer Applications – Microsoft Project, Word, Excel, Outlook, PowerPoint and specialized tools.

EXPERIENCE

- Min. 4 – 5 yrs. experience in a similar position.
- Previous administration and Management experience.

JOB DESCRIPTION

The Research & Marketing Manager will report to the Company Chief Executive Officer and COO and to coordinate with the Department Managers and Directors of AMS and its affiliates.

He/She will be assigned for the entire duration of his/her Employment Contract with the following duties:

Research & Marketing Manager

Duties related to Research:

- To collect macro-economics data & surveys and conduct research on existing and new markets upon the Company's requirements.
- To collect micro-economics data & surveys and conduct research & prepare reports, according to the Company requirements and to the projects & contracts' needs and scope of work, in coordination with the Company & Affiliates' Departments and Divisions Managers & Directors.
- To produce regular reports on approved formats.

Duties related to Marketing:

- To manage the Company's marketing and advertising requirements.
- To prepare the Company & Affiliates marketing strategy and budget.

- To coordinate with the Company & Affiliates Managers and Directors to prepare Projects' Marketing strategy and attend to all necessary meetings and workshops within the Company & outside.
- To participate in elaboration of the Company & Affiliates Projects' Marketing Budget.
- To assist the Company during its preparation of professional events in collaboration with the employee-in-charge of the Company's corporate marketing.
- To identify all necessary outside suppliers, such as, advertising agencies, printing press, public relation agents and events organisers.
- To prepare outside suppliers' briefs and tenders procedures.
- To organise tenders with outside suppliers.
- To coordinate and update all corporate marketing and communication of the Company & Affiliates projects, such as their names, logos, branding, brochures, websites and collaterals.
- To train Marketing Executives and Assistants within the Company & Affiliates and assigned projects.
- To produce regular reports with approved formats.