

## TANZANIA ADVENTURES INC.

<b>Job Title:</b>	<b>Marketing Assistant</b>	<b>Job Category:</b>	Sales/Marketing			
<b>Location:</b>	Athens, Texas USA. Applicant must be willing to relocate or commute.	<b>Travel Required:</b>	Some			
<b>Level/Salary Range:</b>	Salary: negotiable based on experience. Excellent benefits and medical package.	<b>Position Type:</b>	Full-time			
<b>HR Contact:</b>	Amy Martin: <a href="mailto:amym@tanzaniaquest.com">amym@tanzaniaquest.com</a> Website: <a href="http://www.tanzaniaquest.com">www.tanzaniaquest.com</a>	<b>Date posted:</b>	20 October 2009			
		<b>Application Deadline:</b>	<b>15 November 2009</b>			
<b>Applications Accepted By:</b>						
<b>E-mail:</b> <a href="mailto:amym@tanzaniaquest.com">amym@tanzaniaquest.com</a> <b>Subject Line:</b> TAI-MA position-( <i>your name here</i> ) <b>Fax:</b> 903.677.2211, Attn: TAI-MA position-( <i>your name here</i> )		<b>Mail:</b> Tanzania Adventures Inc. Attn: Marketing Assistant Position 609-B East Clinton Ave. Athens, TX. 75751				
<b>Job Description:</b>						
<p><b>Job Purpose:</b> Assist Marketing Manager in all aspects of photographic and hunting safari company promotions, sales, and client-related services.</p> <p><b>Duties (Assist with):</b></p> <ul style="list-style-type: none"> <li>Receives and assists with client inquiries by phone, email, and at various trade shows/conventions.</li> <li>Creates and presents safari quotes and other promotional materials.</li> <li>Safari booking, invoicing, and record-keeping processes.</li> <li>Schedule and coordinate safari details between client and outfitter.</li> <li>Booth preparation, coordination of show services, and representation of the company at various domestic and/or international trade shows, conventions, or marketing events.</li> <li>Revise annual promotional marketing materials and literature</li> <li>Coordinate website updates and posting of current information online</li> <li>Research opportunities for promoting safari company to new markets.</li> <li>Maintain organization and appearance of office and basic supply needs.</li> <li>Contribute to team effort by accomplishing goals before deadline. This is not a typical 9-5 position; some overtime is necessary.</li> </ul> <p><b>Skills/Qualifications:</b></p> <ul style="list-style-type: none"> <li>MUST BE highly self-motivated and <u>detail-oriented</u>.</li> <li>Able to work independent of supervision, or in team situation.</li> <li>Knowledge of safari industry and general hunting is required.</li> <li>Must be able to type minimum of 55 wpm and operate PC programs such as MS Word, Excel, Power Point, Quickbooks, etc.</li> <li>Conflict resolution, Customer Service, Managing Processes, Presentation Skills, Technical Understanding.</li> </ul>						
<b>To Apply:</b>	Send cover letter including your salary requirements, resume, and supporting references. If sending by email, be sure to include in subject line: TAI-MA position-( <i>your name here</i> ).					