



ADK Trade & Shipping
Private Limited

WE ARE HIRING!

VACANCY:

SALES & MARKETING OFFICER

ADK Trade & Shipping Pvt Ltd is seeking an ambitious, creative, and results-driven Sales & Marketing Officer to join our growing **Medical Division**.



STRONG
RELATIONSHIPS



MARKET
LEADERSHIP



BUSINESS
GROWTH



KEY RESPONSIBILITIES



Develop and maintain strong relationships with healthcare professionals, hospitals, clinics, government institutions, and other customers.



Prepare quotations, proposals, and tender submissions.



Identify new business opportunities and support business development initiatives.



Coordinate product demonstrations, customer meetings, workshops, and promotional activities.



Follow up on quotations, sales opportunities, orders, and customer inquiries.



Conduct market research and competitor analysis.



Plan and execute marketing campaigns to promote products and services.



Create and manage marketing content for social media, presentations, brochures, flyers, and promotional materials.



Assist in organizing exhibitions, conferences, training programs, and product launches.



Prepare sales reports, presentations, and business performance updates.



Support the achievement of departmental sales targets and growth objectives.



REQUIREMENTS

- Bachelor's Degree or Diploma in Marketing, Business Administration, Management, Healthcare Management, or a related field.
- Minimum 1-2 years of experience in sales, marketing, business development, or customer relationship management.
- Excellent communication, negotiation, and interpersonal skills.
- Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint.
- Basic knowledge of graphic design and content creation software such as Adobe Photoshop, Adobe Illustrator, Canva, or similar tools.
- Ability to create basic marketing materials, presentations, social media content, and promotional designs.
- Strong organizational, planning, and multitasking abilities.
- Self-motivated with a proactive approach to achieving targets.



ADDED ADVANTAGE

- ✓ Experience in the medical, pharmaceutical, healthcare, or hospital sector.
- ✓ Experience with government tenders and procurement processes.
- ✓ Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign), Canva, or similar design software.
- ✓ Experience managing social media platforms and digital marketing campaigns.
- ✓ Knowledge of CRM systems and digital marketing tools.
- ✓ Existing professional network within the healthcare industry.



SALARY:
MVR 16,000 & Above
based on qualification and experience



INTERESTED?

Interested candidates are requested to send their completed resumes along with qualification certificates, a copy of their ID/Passport, and a recent passport-sized photo to the email below.



Email:
info@adktrades.com



DEADLINE:
14th October 2026



Only shortlisted candidates will be notified.