



## **Job Advert: Campaign Executive**

**Deadline for application:** July 29<sup>th</sup>, 2022

**Location:** Prishtina, Kosovo

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GSI is currently looking to employ a **Campaign Executive** for one of our UK based clients who specialises in lead generation and market research in a wide range of industries including IT, engineering, education, and government organisations.

**The position will be based in our Prishtina office.**

We are an international based company with headquarters in London and offices in Kosovo, North Macedonia, Malta, and Romania. GSI Associates ([www.gsiassociates.com](http://www.gsiassociates.com)) works with businesses and individuals worldwide in offering financial and consultancy services through GSI Financial, staffing and managed outsourcing services through GSI Outsourcing ([www.gsioutsourcing.com](http://www.gsioutsourcing.com)), and translation services in over 150 language combinations through GSI Translations ([www.gsitranslations.com](http://www.gsitranslations.com)).

### **1. Key requirements/Qualifications:**

- Proven experience in lead generation, sales, market research and/or customer service roles
- Advanced written and verbal communication skills in English; working knowledge of another language is considered an asset.
- A University Degree in sales, marketing, business administration or similar field will be considered an advantage
- Good working knowledge of Spellcheck and MS Office applications
- Training or certification in sales and marketing will be considered a plus
- Skilled in providing administration support to the team as needed
- Excellent interpersonal, communication and presentation skills
- Previous working experience with companies that work in the field of administration, accounting, or engineering will be considered an asset
- Ability to work under pressure of demand, identifying immediate requirements and prioritising workloads as necessary
- Ability to work towards company's targets
- Strong organisational, analytical, and problem-solving skills

- Pro-active, diligent, and positive attitude to completing tasks
- Ability to work effectively in a team-oriented, multi-cultural environment.

## 2. Responsibilities:

- Initiating sales with prospective new customers in the UK over the phone and/or email
- Providing information regarding services of the company in an engaging manner
- Managing each campaign with coordination from the Account Manager and Business Development Executives
- Help clients understand market forces and how their offering fits into the purchase strategy of the companies in the sectors we are calling
- Processing orders accurately to the internal sales team
- Generating market, industry, and client related information
- Assisting in organizing business development and sales meetings
- Carrying out market research and preparing regular reports
- Tracking and documenting calls and inquiries
- Building excellent rapport with customers and help the team in retaining the clients
- Attending training and development opportunities as needed
- Attending all meetings within the company as required
- Assisting and working closely with the sales and marketing team in any other duties

## 3. Benefits:

- Competitive salary
- Health insurance
- Excellent working conditions
- Training opportunities
- Advancement opportunities
- Free gym membership

## 4. Application procedure:

If you have extensive experience and would like to be considered for the position, please send the following documents to [jobs@gsiassociates.com](mailto:jobs@gsiassociates.com) with the subject editor "**Campaign Executive**":

- Updated CV in English (max 3 pages)
- Available references
- Please indicate your **salary expectations** in the email

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