



## **TOURISM DEPARTMENT**

### **WE ARE HIRING**

#### **Marketing Executive**

##### **JOB SUMMARY**

The Marketing Executive is responsible for all local logistical support of the marketing efforts of the international marketing section, as per market allocated.

##### **DUTIES AND RESPONSIBILITIES**

###### **Operations**

1. Co-ordinate all the local logistics for marketing projects with the help of the overseas offices or the Director.
2. Assist the senior marketing executives with the organization and participation of Tourism Department and local trade partners at trade fairs, workshops and road shows.
3. Prepare itineraries for invited journalists, press groups and other special projects guests.
4. Liaise with local partners to organise itineraries and hosted trips and ensure that all logistics are taken care of in timely manner
5. Assist visiting journalists and other guests with customs and airline formalities on arrival and departure.
6. Assist journalist, press groups or other guests with any issues during their stay and manage crisis situation as necessary.

##### **QUALIFICATIONS & EXPERIENCE**

- Diploma in Marketing, Tourism Travel or a related field, with at least two years post qualifying working experience OR
- Certificate in Marketing, Tourism & Travel or a related field, plus three years post qualifying working experience
- Degree in Marketing or in a relevant field

##### **SILLS & COMPETENCIES**

- Knowledge of Seychelles islands and the tourism industry
- Familiar with marketing and communications issues
- Fluency in spoken and written English and French
- Ability to manage multiple projects at a time
- Excellent interpersonal skills, both in person and on the phone, with high professionalism
- Excellent customer service ethic and high expectations for quality

Closing date for submitting application is on **Friday 29<sup>th</sup> May 2026**

Please forward CV and a passport size photo to:

Director General Human Resources and Administration

Tourism Department, Botanical House, Mont Fleuri

Email: [hr@seychelles.com](mailto:hr@seychelles.com)

Phone: 4 671 300

**NOTE: Only Seychellois candidates can apply for this post**

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### JOB DESCRIPTION

**1.0 ORGANISATION/DEPARTMENT:** Tourism Department

**1.1 DEPARTMENT:** Destination Marketing

**1.2 SECTION:** International Marketing

**1.3 LOCATION:** Botanical House

**2.0 POST TITLE:** **MARKETING EXECUTIVE**

**3.0 REMUNERATION**

**3.1 SALARY BAND:** SB2 to SB5

**3.2 ALLOWANCES:** Inducement

**4.0 RESPONSIBLE TO:** Senior Marketing Executive

**5.0 SUPERVISES:**

**5.1 DIRECTLY:** N/A

**5.2 INDIRECTLY:** N/A

**6.0 AUTHORITY:** N/A

**7.0 WORKING HOURS:** Normal – 8am to 4pm.

**8.0 SPECIAL WORKING CONDITIONS:** Flexible working hours

**9.0 JOB SUMMARY:**

The Marketing Executive is responsible for all local logistical support of the marketing efforts of the International marketing section, as per market allocated.

**10.0 DUTIES**

#### Operations

1. Collaborate with the overseas offices and representation companies in the implementation of the planned annual marketing activities.
2. Co-ordinate all the local logistics for marketing projects with the help of the overseas offices or the Director.
3. Assist the senior marketing executives with the organization and participation of Tourism Department and local trade partners at trade fairs, workshops and road shows.
4. Represent the Tourism Department at side events when required.
5. Ensure timely processing of payments requisitions so as not to impact negatively on the budget.
6. Assist with negotiations with trade partners for packages that will assist Tourism Department in its marketing efforts i.e. complimentary room, airfares, excursions etc.
7. Assist with the successful co-ordination of the various local festivals and events
8. Prepare itineraries for invited journalists, press groups and other special projects guests.
9. Liaise with local partners to organise itineraries and hosted trips and ensure that all logistics are taken care of in timely manner
10. Negotiate with local trade partners for preferential rates once the itinerary is finalised
11. Meet and Greet and hosting of lunch/dinner for journalists & press groups during their stay.
12. Assist visiting journalists and other guests with customs and airline formalities on arrival and departure.

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13. Assist journalist, press groups or other guests with any issues during their stay and manage crisis situation as necessary.
14. Prepare reports associated with tourism initiatives and events.
15. Ensure that all dossiers with regards to the respective markets are kept up to date on the server for record keeping.
16. Any other related duties

### **11.0 QUALIFICATION & WORKING EXPERIENCE**

- *Diploma in Marketing, Tourism Travel or a related field, with at least two years post qualifying working experience OR*
- *Certificate in Marketing, Tourism & Travel or a related field, plus three years post qualifying working experience*
- *Degree in Marketing or in a relevant field*

### **12.0 KNOWLEDGE & SKILLS:**

- *Knowledge of Seychelles islands and the tourism industry*
- *Familiar with marketing and communications issues*
- *Fluency in spoken and written English and French.*
- *Ability to manage multiple projects at a time.*
- *Excellent interpersonal skills, both in person and on the phone, with high professionalism.*
- *Excellent customer service ethic and high expectations for quality*

### **13.0 PERSONAL CHARACTERISTICS:**

- *Pleasant, dynamic, able to work under pressure, innovative and proactive*
- *Good team spirit, resourceful, diplomatic*