



Job Description

Sales & Marketing Associate, Mumbai

This is a role for Lacadives' Mumbai office. We're looking for someone who is enthusiastic, comfortable with uncertainty, flexible, great with people and isn't afraid to roll up their sleeves and get their hands dirty. This job description is indicative of your role in the company, but is subject to change as the company's needs change. We are a small team, so although there are defined roles, everyone pitches in to help with other functions.

You will primarily be responsible for responding to and closing sales queries, managing clients, and communicating with the field team in the Andamans on guest bookings.

Responsibilities

- Efficiently and effectively managing Lacadives' general inquiries that come in via phone or e-mail.
 - Keep track of queries that are live/closed and troubleshoot for clients
 - Close diving, pool training, and equipment sales in a timely manner
 - Manage client invoices and track payments
 - Regularly monitor the booking chart, and anticipate/identify where there may be gaps
 - Communicate with the diving team on bookings, and communicate regularly on changes that may arise
 - Issue certifications as needed
- Actively work to understand Lacadives' products and way of working, as this sets us apart and is critical to communicate to clients.
- Handle our social media accounts and be our in house graphic designer for preparing marketing material.
- As you get comfortable in the role, you will be expected to improve on the existing end-to-end sales process and other aspects of operations.
- Work with the team on creating programs or products that will drive revenues and footfalls at the dive center.
- Expect to get involved with other areas of the firm as needed, as this is a small team and everyone does everything – no task should be too big or small!

Qualifications

- You are a recent college graduate with 0-2 years of experience in sales and marketing, digital marketing, or other customer facing role. A degree in a relevant subject is a plus
- You are articulate, comfortable working with numbers and have good business intuition
- You are goal-oriented, organized, able to keep track of and manage multiple tasks
- Being a certified SCUBA Diver is a plus but not a requirement, a knowledge of or desire to learn about diving is essential



LACADIVES THE LIFE AQUATIC LLP (LLPIN: AAO-4646)

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Maharashtra, 400050, India.

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- You are flexible and reliable – there are times you may need to be on call over the weekend because of client or other emergencies, and we need to know we can count on you!
- You love the outdoors and marine life, because that's what you will be selling!



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