



Karakorum Area Development Organization

JOB Opportunity

Positon : Sales & Marketing Assistant.

The Karakoram Area Development Organization (KADO) is a not-for-profit organization dedicated to driving sustainable development in Gilgit-Baltistan. We work through innovative, inclusive, and community-driven initiatives in enterprise development, environmental sustainability, information technology, and skills enhancement.

We are currently looking for a proactive and motivated **Sales & Marketing Assistant** to join our dynamic Enterprise Development team.

1. Purpose of the Role:

The Sales & Marketing Assistant will be responsible for supporting the sales operations and marketing efforts on the ground. This includes maintaining accurate sales records, handling deliveries, managing customer orders, and assisting with marketing campaigns. The role is vital in ensuring smooth field operations and expanding product outreach.

2. Key Responsibilities:

- Maintain accurate records of daily sales and related documentation
- Deliver products to market locations and customers as assigned
- Collect customer orders and ensure professional and timely service
- Coordinate with the Project Manager for inventory and delivery schedules
- Assist in planning and executing marketing campaigns and field promotions
- Distribute marketing materials and communicate offers to target audiences
- Gather and report customer feedback to help refine strategies
- Build and maintain positive relationships with customers
- Report customer issues or complaints for timely resolution

3. Qualifications & Experience:

- Minimum Bachelor's degree in Business Administration (BBA), Marketing, or a related field
- At least 2 years of experience in sales, customer service, or delivery operations preferred
- Basic understanding of marketing concepts and field sales processes
- Must be able to ride a motorcycle or drive (valid license required)



Core Office: KADO Hunar-Khun
(Chumarkhun) Hyderabad, District,
Hunza Gilgit-Baltistan, Pakistan

Tel: +92-5913-550864
+92-5813-455816
Fax: +92-5813-455813
Email: info@kado.net.pk

4. Skills & Competencies:

- Excellent communication and interpersonal skills
- Detail-oriented, organized, and responsible
- Self-motivated and able to work independently
- Basic computer literacy (Excel, WhatsApp, online forms)
- Willingness to travel locally as needed

5. Key Performance Indicators (KPIs):

- Timely and accurate sales reporting
- Efficient delivery and order fulfillment
- Growth in customer satisfaction and repeat orders
- Effective support in marketing activities and events

KADO is an equal-opportunity employer committed to diversity and inclusion in the workplace. We encourage applications from individuals of all backgrounds and experiences. KADO offers a competitive salary package commensurate with experience and qualification. If you meet the criteria and are interested in this opportunity, we encourage you to apply by submitting your resume along with a letter to **hr@kado.net.pk** no later than **June 30, 2025**.

Additional information is available on KADO's LinkedIn Page.

Note

- Only complete applications received within the due date will be entertained.
- Only shortlisted candidates will be called for a Test/interview.
- No TADA will be admissible for test and interview.