

Sales Executives

Job description

SURFIRAN, is a customized group tour operator that is seeking an energetic, hardworking, organized individual looking for a sales manager position in the Tehran, Iran. This is a full time, entry level position. The ideal candidate for this multi-tasking position shall demonstrate strong communication skills, work ethic, professionalism, and computer proficiency. Experience in the travel industry is a plus (but not required.) Must be able to work in a dynamic, fast-paced work environment. Our organization creates a fun and positive work environment and we pride ourselves in hiring only the best and prefer to promote from within our organization.

Desired Skills / Requirements

- Self-motivated and able to work independently
- Ability to handle multiple tasks and demonstrate time management skills
- Strong oral and written communication skills (English)
- Proficient in Microsoft Office
- Structured approach to complex projects
- Open and positive “can-do” attitude
- Reliable transportation required
- Travel experience is considered a plus
- Bachelor's Degree in Business, or other related field of study
- Identifies, contacts, and builds relationships with clients and potential clients

Responsibilities

You will be responsible for overseeing multiple long-term projects that includes the organization of travel logistics for a high-volume group tour operator. Responsibilities include communicating effectively and professionally between clientele and service providers/vendors and assisting senior members of the team with general administrative duties.

To apply, please send your resume and cover letter to job@surfiran.com

CONTENT MANAGER

Job description

SURFIRAN, is a tour operator that is seeking an energetic, hardworking, organized individual looking for a content manger position in the Tehran, Iran. This is a full time, entry level position. The ideal candidate for this multi-tasking position shall demonstrate strong communication skills, work ethic, professionalism, and computer proficiency. The content manager manages content creation for the company website ensuring content on the website stays up to date and relevant. Our ideal candidate is an experienced professional with demonstrable creative writing skills. As a Content manager, you should perform well under deadlines and be detail-oriented. If you are also an expert in content optimization and brand consistency, we would like to meet you.

Responsibilities

- Develop content strategy aligned with short-term and long-term marketing targets
- Collaborate with marketing and design teams to plan and develop site content, style and layout
- Create and publish engaging content
- Edit, proofread and improve writers' posts
- Liaise with content writers to ensure brand consistency
- Optimize content according to SEO
- Use content management systems to analyze website traffic and users engagement metrics
- Manage content distribution to online channels and social media platforms to increase web traffic
- Develop an editorial calendar and ensure content team is on board
- Ensure compliance with law (e.g. copyright and data protection)
- Stay up-to-date with developments and generate new ideas to draw audience's attention.

Desired Skills / Requirements

- Proven work experience as a Content manager
- Hands on experience with MS Office and WordPress
- Basic technical knowledge of HTML and web publishing
- Knowledge of SEO and web traffic metrics
- Familiarity with social media
- Excellent writing skills in English
- Attention to detail
- Good organizational and time-management skills

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