



# VACANCY

Edgetech is a full-house IT company that is focused on providing IT products, IT services and custom software solutions. Our mission is to build on our technologies and competencies, creating value for our customers. We achieve this by focusing on the intersection of our client's emerging needs and the acceleration of business and technological change.

## Graduate Trainee – Sales & Marketing

The company aims to hire recent university graduates (within last 2 years) who are highly ambitious and responsible. The selected candidate will undergo a rigorous 6-month training programme under the mentorship of a Senior Manager during which time she/he will receive training and exposure in all aspects of the ICT industry and landscape in Malawi. The trainee's advancement will be regularly monitored and reviewed to optimize their training and development. **If the trainee demonstrates the required level of proficiency after the 6-month period ends, they may be offered a permanent position within the company.**

The Graduate Trainee – Sales & Marketing will assist in business development, marketing execution, and client engagement while receiving structured training and mentorship. This entry-level role is ideal for a recent graduate who is passionate about technology, marketing strategy, and customer growth.

### Key Responsibilities:

1. Sales Support
  - a. Assist in lead generation, client follow-ups, and tracking sales pipelines.
  - b. Help prepare proposals, quotations, and tender documents.
  - c. Attend client meetings with senior staff and support pre-sales activities.
2. Marketing Assistance
  - a. Contribute to the creation of digital and print marketing content.
  - b. Assist in managing Edgetech's social media, newsletters, and event promotions.
  - c. Participate in organising exhibitions, client demos, and tech campaigns.
3. Market Research and Reporting
  - a. Conduct market and competitor analysis to support sales strategy.
  - b. Track marketing performance analytics and customer feedback.
  - c. Prepare reports, presentations, and CRM updates.
4. Professional Development
  - a. Participate in regular training and mentorship sessions.
  - b. Shadow senior sales/marketing staff to gain practical insight.
  - c. Work toward personal development goals and performance reviews.

### Qualifications and Requirements

1. Recent graduate (Within last 2 years) with a Diploma/Bachelor's Degree in Marketing, Business Administration, Communication, or a related field.
2. Passion for technology, innovation, and client engagement.
3. Strong writing and presentation skills.
4. Proficiency in Microsoft Office and basic graphic tools (eg. Canva, Powerpoint).
5. Basic knowledge of social media marketing and CRM tools is an advantage.
6. Must be based in Lilongwe.

### Key Competencies

1. Strong interpersonal and communication skills.
2. Initiative and a proactive, results-oriented mindset.
3. Willingness to learn and adapt to fast-changing environments.
4. Detail-oriented and organised.
5. Confidence in working independently and in teams.

Interested candidates should send their application letters, including contact details, together with detailed Curriculum Vitae with at least three traceable referees via email to:

The Managing Director,  
Edgetech,  
P.O. Box 1148,  
Lilongwe,  
Malawi.

Email your application letter and CV to [careers@edgetechnology.net](mailto:careers@edgetechnology.net)

**Applications close on 30th July 2025. Only short-listed candidates will be acknowledged. Physical application submissions will not be accepted.**