

Marketing Administrator

(Location: Doral)

- Full Time
- Competitive Salary
- Benefits Package
- 20 days paid holiday

Protexin®

Careers

This is a fantastic opportunity to join one of the fastest growing companies in the probiotic industry.

The Role:

The role includes supporting the Brand Manager in day to day marketing administrative activities.

Principal Responsibilities:

- Assisting in organising and running exhibitions and events (furniture bookings, packing stock and accommodation bookings. Some attendance maybe required).
- Maintenance of marketing databases and data entry.
- Assisting in the maintenance of marketing materials ensuring that stock levels are correct.
- Stock take for marketing materials at the end of each month.
- Website and social media maintenance.
- Sourcing promotional material.
- Data inputting sales leads and competition entries from shows and events.
- Supporting the team with open days and new shop openings.
- Other 'ad-hoc' marketing projects as they arise.
- To ensure that the site health and safety policy & work procedures are adhered to at all times.
- To carry out any additional work that the company may, from time to time, deem necessary.

Skills required.

- Knowledge of MS Office Suite (Excel, Access, Word, Outlook, PowerPoint)
- Excellent communication skills both verbal and written. Spanish speaking is a plus. Social media savvy
- Strong organisational skills and efficient
- Drive, determination and enthusiasm
- Good negotiating and interpersonal skills
- The passion to learn in a busy marketing team

To apply for this exciting opportunity, please send your CV plus a covering letter to **Claire Rowswell, HR Manager** – Claire.rowswell@protexin.com