



## POSITION DESCRIPTION

### **Part-time Admin / Marketing Assistant**

Our new and innovative start-up is seeking an experienced and results driven Marketing Assistant to join us in an exciting time of growth and development. An opportunity to contribute and share in the success of building an iconic brand.

The role will see you assisting in the development, implementation and maintenance of our marketing strategy, and in product categories as well as ad-hoc duties assisting the company directors within several areas of the business.

Working with a newly established Australian cosmetics brand that believes in convenience, advancement and technology, you will be responsible for assisting in maintaining our product line, development and management, including new product growth in line with our company values. You will also be creatively contributing and implementing our marketing strategy.

The role will see you using your experience and creativity to bring ideas into life. An eye for detail and design is a must, while an interest in beauty, lifestyle, fashion and design is preferred.

Our innovative products and concepts are paramount to the organisation driving quality and solution focused, safe and refined luxury products to an international market.

### **THE ROLE INCLUDES**

- Assist in all areas of marketing and business development.
- Assist in maintaining product categories and related files and documentation.
- Liase with suppliers, marketing, design, production, freight partners on a daily basis.
- Developing, planning and negotiating with new and existing suppliers across all categories.
- Creative briefing and management – including design briefs for products, assist in website integration of products, packaging and photography.
- Concept to delivery product management and marketing.
- Regular communication with local and overseas suppliers, including quotations and sampling requests.

### **REQUIREMENTS**

- Excellent communication and written skills.
- Proven experience in marketing, product development or project management.
- Ability to work under pressure to meet deadlines and take directions.
- Tertiary qualification in marketing/business/design is preferred.
- Excellent understanding of all major social media platforms.
- Ability to work in a fast-paced environment and work across multiple tasks.
- High level of motivation, autonomy and strong work ethic and energy.
- Ability to think creatively, identify and resolve problems.
- Confidentiality.
- Strong computer skills and knowledge of Microsoft Office is a must.
- Experience in programs such as Photoshop and Illustrator preferred.