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**JOB OPPORTUNITY**

**1. [직무명 / 근무지]**

**Marketing Assistant (Marketing 팀 소속 1년 계약직) / 서울 서대문구 본사 근무**

**2. [직무내용]**

***1) Coffee product marketing assist***

• Supporting the coffee product marketing manager with marketing activities including campaign pre-post reporting

• Execute the coffee product and accessory marketing campaign materials and permanent brochure forecasting and production and a wide range of marketing communications

• Report and update daily / weekly / monthly coffee sales and helping to utilize market data to analyse key trends / competitor report to support product marketing to maximize the business strategy aligned to these insights

• Welcome offer and welcome process management - forecasting / production / contents update etc.

• Arranging maintaining and distributing marketing support materials as required, including presentation kits, product brochures, transparencies, point of sales materials and manuals

• Providing support for marketing events and exhibitions as required

• Plan and execute CEC, BTQ & CRC promotional activities

• Product Price set up

***2) Retail Communications & Production of Printed Materials***

• Translate the brochure contents and forecast brochure production quantity according to the coffee product life cycle and annual production plan to save cost

• Boutique support – BTQ window and display is executed to represent Brand Premium positioning in a timely and cost effective manner.

• Support the roll of out BIS in the market with events, graphics and promotional material where possible.

• Show attention to follow the HQ guidelines and apply any changes in POSM design.

• Collaborate with the BTQ team and related team by having monthly meeting to maximize visibility in store / online

***3) Administrative Process Management & Others***

• Assist in the planning, validation, implementation and coordination of all Nespresso marketing materials

• Contribute toward and support the roll out and execution of corporate initiatives/projects

• Coffee product marketing related free goods / related PO creation management

**3. [자격요건]**

• 1~2 years of field experience

• Experience of working with high end/luxury/premium retail brands

• Previous experience working in a product marketing role (not essential but an advantage)

• Clear strategic communication skills

• Fluency in both written and spoken English

**4. [제출서류 및 제출처]**

• 국, 영문 이력서 및 국, 영문 자기소개서 – 자유양식

• 제출시 제목: Marketing Assistant (성명)

• 제출시 PDF 또는 MS Word파일로 전환하여 송부 해주시기 바랍니다.

• 서류 기재 사항이 허위임이 판명되면 합격 취소 또는 채용 취소 될 수 있습니다.

제출처: [Recruiting.Korea@nespresso.com](mailto:Recruiting.Korea@nespresso.com) (입사서류는 이메일로만 접수합니다.)

**5. [기타]**

• 결과는 서류전형 합격자에 한하여 개별 통보 예정입니다.

• 지원 직무, 긴급 연락처(휴대폰 번호) 및 이메일 주소를 이력서 상단에 꼭 기재하시기 바랍니다.