

Marketing and Sales Assistant

Company/organisation	Cartel Food Company	Application close date	18/08/2022
Location	Martinborough	Employment type	full time employment

Job description

Working to assist the owners at our Martinborough HQ. You will be responsible for assisting in managing the overall marketing and sales communications, planning and delivery. You will be a person who can assist in the creation and delivery of the marketing and sales plan. This activity will support our business to advance our vision of "National burrito domination..... moving in on freezers and pie warmers everywhere"

To be successful in this role you will need to have and at least 2 years relevant work experience preferably in marketing, sales or hospitality. This would be ideally suited to a new graduate with a desire to start their career. You will have:

Good attention to detail.

Hardworking and dedicated outlook.

Smart.

Tech savvy.

Ability to take direction and absorb information quickly.

Excellent verbal and written communication skills.

Outstanding multitasking abilities.

Problem solving ability.

People skills, with an ability to engage with a wide range of people from different backgrounds.

An ability to multi-task across projects and manage their own workflow.

A fun, flexible, agile, can-do nature. Good at taking initiative.

Entrepreneurial approach to life.

Familiarity with social media platforms.

Experience with content creation a plus, even if not professionally.

In this role you will be responsible for

Event coordination - Assisting in marketing events. Planning and delivering the marketing and communications for a range of events both online and in person, including consumer and trade shows.

Booking travel for yourself and others.

Assisting in the development of engaging visual and written content for social media, direct email, newsletters, website and other consumer giveaway collateral.

Dealing with consumer enquiries and complaints.

Contribute new cost effective initiatives and ideas that raise brand awareness by getting consumers to trial our product.

Assessing the results of a marketing and sales activity from available resources such as spreadsheets and website reports.

Assist in increasing social media engagement and follower base.

Providing any assistance required by owners across a variety of marketing and sales activity.

Various admin and office management tasks as requested.

Overall, you will have a strong interest in business, you're resourceful, collaborative and ready to take the next step in your career. We are looking for someone who wants to grow as we grow. If you are looking for a role within a supportive, light hearted and tight-knit family team environment where your work is valued, THIS is your opportunity.

This role is a full-time role. Based in Martinborough

Please submit your Cover Letter & Curriculum Vitae by clicking the Apply button by 18th August 2022.

Hourly rate

\$25-\$30

Key skills

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Hardworking and dedicated outlook.
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Preferred Contact Method

Apply by email to melissa@cartelfood.com

To apply for this role, applicants must:

provide a CV
provide a cover letter
have a current driver's license
have own transport

Employer

Contact name Melissa Philips
Contact phone 021955307
Contact email melissa@cartelfood.com
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