

Position Description

Title:	Marketing Assistant
Department:	Commercial
Reports To:	Commercial Director
Location:	Dublin, Ireland

The Company:

We are a multi-million Euro company that continues to grow. Our core strengths are in the provision of global supply chain management services on behalf of our customer base. We continue to develop innovative solutions at the leading edge of supply chain management and are constantly developing existing relationships and forging new customer partnerships. Among our wide range of services, we specialise in delivering supply chain solutions to multinational clients from procurement, inventory financing, logistics, value added services, warehousing and global fulfilment.

We are an inclusive employer and welcome applications from people of all backgrounds and abilities. Please let us know if you require reasonable accommodation for the interview process and we will do our utmost to accommodate you.

The Position

The successful candidate will work alongside the Commercial Team and will support in the delivery of how we identify marketing leads, how we directly engage with those leads and how we set up opportunities for those leads to learn more about our services. This is a Business to Business (B2B) services marketing role. Full training will be provided. The role will work to develop and promote Exertis Global Operations in educating prospects and generating new business leads.

Essential skills are as follows:

- Ability to multi-task and achieve measurable results.
- Good written and oral communications skills.
- Be organised and detail oriented.
- Be punctual.
- Operate at the highest levels of integrity.
- Ambitious and eager to learn.

Essential Responsibilities:

- Maintain the prospect list and track each interaction with each prospect.
- LinkedIn reach out – this involves directly connecting with people on LinkedIn.

The above statements are intended to describe the general nature and level of work performed by employees within this position. They are not intended to be interpreted as an exhaustive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

- Email follow up – the individual will send emails to prospects and include company marketing materials.
- Tele-marketing – this involves call individuals internally and externally to set up meetings.

The Position will:

- Provide the opportunity to work within a great environment as part of a highly professional and motivated team.
- Include significant on-the-job training and coaching from a small team of experienced Marketeers.
- Provide the ability to progress and enhance your career.

If you are interested in applying for this position, please submit a copy of your CV and Cover Letter to: scs.careers@exertis.com