



Position Title	Marketing Co-ordinator and PA / Office Manager – Direct Wines Production
Reports To	General Manager, Direct Wines Production (DWP)
Overall Job Purpose	<p>A unique opportunity to use your broad knowledge across multiple responsibilities: creative, organisational and management.</p> <p>The ideal candidate will be a skilled multitasker with fantastic planning and organisations skills, most likely from an EA / PA background within a creative environment.</p> <p>Your time will be split between marketing support for the Direct Wines Production team, PA support for the General Manager and general Office Manager duties.</p>
Key Responsibilities	<p>Marketing Coordinator (50%)</p> <ul style="list-style-type: none"> • Development of communication, marketing and sales tools to support the DWP team & agents • Creation/development/coordination of digital group/production brand presentations to further promote our businesses • Management and development of UK websites, social media (develop to cover France ...) • UK based marketing collateral/PoS development including pricing and production • Clear process of brand information sharing between UK/FR/AU (internal customers) • Competition entries and results coordination (incl. budgeting and FR/AU results tracking & communication) • Quarterly DWP newsletter for key stakeholders & customers • iFiling system for “intelligent” archiving of shared files (Microsoft Teams) <ul style="list-style-type: none"> ○ logos, templates, presentations, photo library ... • DWP event coordination and costing (including budgeting) <p>Personal Assistant (40%)</p> <ul style="list-style-type: none"> • PA to the General Manager & DWP <ul style="list-style-type: none"> ○ Diary, travel, expenses, personnel, email management & special projects ○ UK team travel and expenses (incl. budgeting) ○ FR/AU governance tracking ○ HR & policy adherence across DWP group ○ Support development of DWP FUTURe Sustainability Programme ○ Ad hoc desk projects • Legal Team support



	<ul style="list-style-type: none"> ○ diary, travel, expenses, filing and email management <p>Office Manager (10%)</p> <ul style="list-style-type: none"> ● Perform reception duties, answering phones (desk and entry) as required ● Point of contact for all office related matters ● Maintain a tidy, organised and convivial work environment ● Meeting room/hotdesk management ● Liaison with landlord, cleaners, service providers etc. ● General office/facilities management ● Budgeting
Essential Skills and Qualifications	<ul style="list-style-type: none"> ● Previous experience as an EA/PA to Senior Manager/Director within a creative environment ● Demonstratable marketing experience within a similar environment ● Previous experience of digital marketing and social media channels ● Strong Microsoft Office – Word Excel Outlook Powerpoint ● Experience with Adobe Creative Suite – particularly with InDesign ● Reasonable written/spoken French ● Confidentiality and discretion vital
Preferred Skills and Qualifications	<ul style="list-style-type: none"> ● Educated to degree level or equivalent work experience
Personal Qualities and Skills	<ul style="list-style-type: none"> ● Skilled multi tasker with fantastic planning and organisational skills to maintain a stress free working environment ● Ability to be proactive, “think on your feet” and make informed decisions that will benefit and support a wider team ● Strong communication skills (written and spoken) ● Diplomatic and tactful with excellent interpersonal skills ● Flawless time management with an ability to prioritise, work independently while being flexible and agile with outstanding attention to detail
Reviewed	Feb 2020