

Marketing Administrator - Chichester

Rafferty Resourcing are seeking a highly organised administrator with advanced MS Excel skills to join a busy product development team in Chichester. Working with a number of different brands and product ranges, the successful candidate will provide administrative support to the team, ensuring that products are high quality, new products are launched on time and projects are managed from concepts to on-shelf products. This is a wonderful opportunity for someone who is looking to learn and develop new skills.

The Role:

- Updating cost and product information forms
- Creating codes for new products
- Providing supplier product briefs
- Collating and managing images/photography
- Proofreading packaging
- Liaising with suppliers via phone and email

Initially this person will be providing all round administrative support to the team, but long term you will be trained to understand the full product development process (new product innovation; sample approvals/quality requirements; supplier costs) and may go on to take ownership of a small range of products.

The Person:

We are looking for an experienced administrator, who is proficient in all MS Office applications - specifically MS Excel and PowerPoint. Candidates must be confident using formulas and the VLOOKUP function. Applicants should have strong organisational skills with an ability to manage a busy workload.

Additional Information:

- Hours of work Monday to Friday 9am to 5pm
- A mix of home and office working
- Free car parking

**If you feel you have the relevant skills and experience and would like to apply,
please email a copy of your CV to amelia@raffertyresourcing.com**