

Promotions Administrator

Randstad • Laverton VIC 3028



Base pay
\$30 - \$32 / hr



Work type
Full Time



Contract type
Not provided

Job details



Date posted
23 Apr 2021



Expired On
26 May 2021



Category
Admin & Office Support



Occupation
Administration Assistants



Base pay
\$30 - \$32 /hr



Work type
Full Time



Job mode
Permanent

Full job description

About this company

An established FMCG company based in the western suburbs of Melbourne has been experiencing growth across their network of business lines over the last 12 months. This company is known for their efficiency and breadth of experience and continue to provide innovative solutions to their customers with in a very competitive market

The Opportunity

This position will be based with a dedicated and hardworking team within the Promotions & Merchandising division. The successful applicant will need to be very punctual, reliable, and prepared to 'go the extra mile' to provide administration assistance to the Promotions Manager & additional teams within the business

You will be responsible for

- Ensuring promotional tasks and timelines are met and accurate to ensure effective host to Vic retailers
- Implementing retailer promotions and reviewing files
- Managing buyer processes and product lines
- Review and analyse promotions activity/data & trends
- Adhoc duties

To be successful in this role, it is essential that you have

- Fast Moving Consumer Goods experience is essential
- Intermediate to advanced excel skills – Pivot table experience is a must
- Strong attention to detail
- Strong work ethic
- Reliable and self motivated
- High standard of work

Benefits

- Be a part of a high performing team!
- Opportunity to work 1 day from home a week after training
- 3 month contract with the possibility of an extension for the right person

The successful candidate will be working within a high performance team and will be expected to demonstrate a combination of technical skillset, attention to detail, strong customer focus and commercial outlook. You will also be motivated, and driven to succeed in a challenging change management environment.

Please apply directly by clicking **apply now** and submitting your resume in word format

At Randstad, we are passionate about providing equal employment opportunities and embracing diversity to the benefit of all. We actively encourage applications from any background.

At Randstad, we are passionate about providing equal employment opportunities and embracing diversity to the benefit of all. We actively encourage applications from any background.