

## **Sales & Marketing Assistant**

### **Company Background**

Store-All is one of Ireland's largest supply chain management companies. The company currently manages more than 850,000 sq ft of warehousing across 16 warehouses in 8 sites in the South-East and has its HQ in Marine Point near Belview Port. The company offers custom and integrated (Transport & Storage) supply chain solutions for some of the world's leading Food & Pharma multinationals who are based all over Ireland. The company also provides Document & Self-Storage services. Further sites are being developed to support the business expansion.

### **Reason for Vacancy & Summary**

A new role has been created as a Sales & Marketing Assistant based in our Corporate Office in Marine Point near Belview Port. Reporting directly to the Commercial & Finance Director, you will be responsible for planning, executing, and tracking of new marketing programs, developing Store-All's online presence, creating and managing the production of marketing collateral, helping with the organization of events, managing CRM, supporting the preparation of tenders and contracts, responding to sales quotes and providing project-specific administrative and sales support.

### **Responsibilities**

- Work with all departments to create relevant internal/external campaigns that suit their needs including recruitment, operations and commercial departments
- Create marketing collateral including brochures, presentations, promotional materials, quotes and tenders and where necessary, reply to quotes
- Plan, project-manage & deliver all internal and external communications across both traditional and digital media channels (supported by 3rd party partners if required)
- Conduct market research to support business development activities including tender submissions
- Gathering market data and present relevant information to Commercial & Finance Director.
- Write and edit content for different platforms such as social media, website, and press releases
- Ensure all company collateral is aligned with corporate branding & guidelines are adhered to
- Update company websites and social media sites to support marketing activities
- Develop and manage a calendar of events and execute strategies aligned to agreed plans/events
- Create a Client Database and manage email campaigns. Ensure customer data is updated
- Develop strategies to enhance Corporate Social Responsibility
- Other general marketing and communication support activities as required
- Preparation of quotations
- Providing ad—hoc project-specific administrative, marketing and sales support

## **Experience & Qualifications**

- Have a relevant 3rd level qualification preferably in digital marketing, Marketing or a related discipline.
- Demonstrate a track record in creating and managing marketing activities for different aspects of the business, including recruitment and internal/external communication
- Excellent Interpersonal and Communication skills with the ability to work well and build relationships across all levels of the organisation
- Be creative, highly proficient using MS office and have a working knowledge of publishing tools
- Ability to manage multiple projects in a fast-paced environment with minimal supervision.
- Very strong attention to detail and a passion for delivering high quality work.
- Creative, assertive and someone who is respectful of company culture and creates campaigns that reflect brand and culture
- Excellent communication and interpersonal skills, with the ability to work cross-functionally throughout the business with key stakeholders.

## **Benefits**

The company offers an attractive package which includes;

- Salary
- Performance Related Bonus
- Company Phone & Laptop
- Full Travel Expenses Paid
- Training and career progression opportunities available.
- Christmas Bonus
- 21 Days Holidays