

## Marketing Administrator

# Protexin®

Full time, permanent role  
Somerset based  
Competitive salary  
Benefits

This is an excellent opportunity to join one of the fastest growing companies in the industry. Based at our head office in Somerset we are looking for a Marketing Administrator to support the busy Protexin marketing department. The role includes supporting the marketing team in day to day marketing administrative activities.

### Key responsibilities:

- Sales Rep administration and support - Being the main point of contact for our team of sales reps in each sector (Human, Equine, Vet and Agriculture) with regards to marketing requests
- Assisting in organising and running exhibitions and events (furniture bookings, packing stock and accommodation bookings. Some attendance maybe required)
- Maintenance of marketing databases and data entry
- Stock take for marketing materials at the end of each quarter
- Assisting in the maintenance of marketing materials ensuring that stock levels are correct
- Assisting in cover for booking in packaging and checking of artwork
- Assisting in website and social media maintenance
- Sourcing promotional material
- Data inputting sales leads and competition entries from shows and events
- Supporting the team with open days and new shop openings
- Ensuring with the sales administration team that price lists are correct and up to date
- New line form maintenance
- Other 'ad-hoc' marketing projects as they arise
- To carry out any additional work that the company may, from time to time, deem necessary.

### Required Skills:

- Knowledge of MS Office Suite (Excel, Access, Word, Outlook, PowerPoint)
- Excellent communication skills both verbal and written
- Strong organisational skills and efficient
- Drive, determination and enthusiasm
- Good negotiating and interpersonal skills
- The passion to learn in a busy marketing team



**Other:**

Some weekend or evening work may be required to attend shows and events.

Your contribution will be rewarded with a competitive salary and a range of benefits including pension scheme, healthcare and 28 days annual leave (plus bank holidays).

[www.protexin.com](http://www.protexin.com)

[www.equinepremium.com](http://www.equinepremium.com)

[www.bio-kult.com](http://www.bio-kult.com)

[www.lepicol.com](http://www.lepicol.com)

[www.protexinvet.com](http://www.protexinvet.com)

**To apply for this unique opportunity, please send your CV plus a covering letter giving details of your salary expectations to:**

Claire Rowswell, HR Manager  
Probiotics International Ltd  
Lopen Head  
Somerset  
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[clairer@protexin.com](mailto:clairer@protexin.com)

Closing Date: 5<sup>th</sup> June 2015

Protexin is a division of Probiotics International Limited, the leading manufacturer and supplier of probiotic products to the Veterinary, Equine, Agricultural and Health Care markets. We specialise in producing effective, innovative, research based products of the highest quality for animals and humans.

