

Cosmetic Ingredients Marketing Assistant [CDI]

For over 35 years, The Innovation Company has developed and manufactured ingredients for innovative and high-performance skincare, suncare and make-up products. We address global markets and are recognized for our scientific expertise, our avant-gardism and our passion for beauty. Our R&D, Formulation (SP Labs®) and Testing laboratories (IvisLabs®), as well as our manufacturing plants, are located in Dreux (28).

Missions

We are looking for a D2D (Digital-to-Distributors) Marketing Assistant, who is a key contact for distributors and agents within the company, and enables communication flow between distributors and our various departments (Formulations, R&D Lab, Testing Lab, Regulations, Samples, etc.). They will work in a highly technical and international environment, and their role is to make sure our distributors receive all the information they need to promote our products and services.

Daily tasks:

- handles distributors' requests for marketing documentation
- handles distributors' requests for technical documentation
- handles distributors' requests for samples and assures follow up
- handles distributors' technical questions with the support of technical teams
- communicates commercial leads to distributors and assures follow up

Media:

- provides support in drafting professional mailings
- updates customer databases
- writes content for marketing materials according to guidelines

Project management:

- supports the organisation of professional events (seminars, exhibitions in France and abroad, business trips, etc.)
- updates and enhances the company's promotion tools
- supports various business projects (contract drafting, ad-hoc analyses, etc.)

Permanent full-time position, located in Dreux (28).

Salary commensurate with experience.



Profile

Graduated with a degree in Marketing, Business Administration or related, you are passionate about the cosmetics industry. You have record of a successfully completed experience as a Marketing Assistant, are well organised and have good communication skills. Both your written and spoken English are fluent.

To apply, please send CV and cover letter to cfo@theinnovationcompany.fr