CAREERS

Marketing and Client Coordinator – Cosmetic ingredients

Dreux (28) - CDI

Who are we ?

The Innovation Company® stands apart in a cosmetic world undergoing profound transformation. Operating at the highest level of cosmetic science, the company designs and manufactures innovative, high-performance ingredients for skin care, sun care, colour care, and hair treatment, combining advanced materials technology with deep scientific insight. In an industry that demands constant reinvention, The Innovation Company® distinguishes itself through its strong R&D culture, exceptional scientific expertise, and a genuine passion for beauty science know-how. Its work is supported by a state-of-the-art testing laboratory, equipped with unique scientific machines, enabling the development of performed, tested, and validated raw materials and formulas. With more than 3,000 references, bulk specialty products, and Top UL Formulas ranked number one on UL Prospector, the world's leading materials and formulation database, the company is recognized globally for the quality and performance of its innovations. Present on global markets with an international network of more than 30 distributors worldwide, The Innovation Company® remains a human-sized organization among the largest players in cosmetics and personal care, combining agility, independence, and scientific excellence to anticipate change and shape the future of beauty. Located in Dreux, a historic royal town near Paris, you will benefit from a strategic location combining affordability, access to nature, and proximity to one of Europe's leading business and innovation hubs.

Your role :

We are looking for a **Marketing & Client Coordinator** to support our marketing, client relations, and project management activities. This role sits at the intersection of **science, marketing, and international business**, providing a unique opportunity to contribute to the company's global impact.

Reporting to the Marketing Manager, the Marketing & Client Coordinator team member manages the distributor network across North America (NA), APAC, and EMEA to drive sales performance, with a strong emphasis on data analysis (UL Prospector) and effective distributor communication.

Daily Tasks & Mission

- **Analyze UL Prospector data** and provide statistics to distributors to **support their business and foster a double fruitful collaboration**
- Handle **technical inquiries** from customers and distributors (marketing and technical documentation)
- Coordinate requests with internal teams (**R&D, Formulation, Testing, Regulatory Affairs**)
- Manage **sample requests** and ensure **proper follow-up**
- Provide **technical pre-sales support** (ingredient selection, consumer benefits, claims)
- Participate in **technical presentations, trainings, or customer meetings** when needed

Media & Communication

- Support the drafting of **professional mailings**
- Update **customer databases**
- Write content for **marketing materials** according to guidelines

Project Management

- Support the organisation of **professional events** (seminars, exhibitions in France and abroad, business trips) and visits worldwide
- Update and enhance the company's **promotion tools**
- Support various **cross-functional projects** (contract drafting, ad-hoc analyses, etc.)

Profile

This position is ideal for someone who is organized, curious, data-oriented, and comfortable in a scientific and international environment, and who wants to be part of a human-sized company that stands out among the major players in cosmetics and personal care. We are looking for someone that is value-driven with experience and cosmetic know-how (2-3 years in cosmetics or related fields required). *Please note that if you don't meet the experience requirements, your application will not be evaluated. It is a position that demands expertise and distributor experience in the cosmetic industry. BSc or MSc in Marketing & Chemistry, Biology or related field. Fluent English is mandatory. A second language is a plus.

Practical information

Tell us more about your talent. Based on your experience, what can you bring to our Marketing & Client Coordinator role? How would your background, skills, and achievements help strengthen marketing, client relations, and international coordination at The Innovation Company®? Looking forward to hearing from you soon!

To apply for this job, please send us your resume at marketing@theinnovationcompany.fr