



Marketing Assistant - Cosmetic Ingredients [CDI] at The Innovation Company®

Job description

The Innovation Company® manufactures innovative and high-performance ingredients for skincare, suncare and make-up products. We address global markets and are recognized for our scientific expertise 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 Marketing Assistant, who is a key contact for distributors and agents of our 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. 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) (CDI). No remote work offered.

Salary commensurate with experience.

A first experience in cosmetic or related fields is requested.

Profile

Graduated with a Bsc or Msc in Marketing, Chemistry or Biology. 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.

CDI, Full-time job

Requirements:

- French
- English (fluent level at least)

Please send your resume and cover letter to marketing@theinnovationcompany.fr