



Fairfield Company in search of qualified candidate for long term temporary position as International Marketing Coordinator. This individual will be responsible for assisting in the development and coordination of all international marketing projects and activities.

Duties will include but may not be limited to:

- Develop international presentations for sales and company meetings
- Administer the International Cooperative Marketing Program (CMP) funds and work with Business Managers and Accounting to meet budgetary objectives of the program
- Coordinate international trade show participation
- Work with Business Managers, Forecasting and Production to develop and manage product and fixtures forecasts, aging inventory and findings inventory; coordinates international co-packing requirements and quantities; resolves production issues with appropriate personnel
- Coordinate packaging development, translations and proofing
- Assist with production of international marketing materials and POS as requested
- Coordinate securing domain names; assists with country specific web site management
- Assist with coordination of in-country promotional activity, materials and approvals
- Liaison with necessary personnel to prepare costing, product specifications, item codes, price lists, sell sheets, product brochures, product structures, etc.
- Assist in preparing and submitting Creative Services Requests
- Compile and produce sales and marketing reports as requested
- Track, collate and maintain inventory of international marketing materials
- Maintain inventory of distributor sales and marketing materials including photos, ads, artwork, POP, etc.
- Provide photos, artwork, samples and sales brochures to distributors as requested

Excellent spreadsheet and budget tracking skills are required for this position as are excellent project management and organizational skills. Superior communication skills, both written and verbal are required to be successful in this position. The successful candidate must possess the ability to accurately calculate figures and amounts and should possess excellent skills in MS Office including Word, Excel and Outlook; some knowledge of inventory software, manufacturing software and database programs is preferred. A Bachelors Degree from four-year college or university is preferred and fluency or familiarity with French, Spanish and German, although not required, is a strong advantage to being successful in this position.

This is a non-exempt, hourly position paying a minimum of \$20.00 or more DOE. Please complete online application at www.expresspros.com and submit resume to Express Employment Professionals at jobs.fairfieldca@expresspros.com for consideration.

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