

Eminence Organic Skin Care Marketing Project Coordinator

How to Apply

Please send a cover letter and resume to careers@eminenceorganics.com with 'Marketing Project Coordinator' in the subject line of the email.

For more information on Eminence Organic Skin Care, visit our website www.eminenceorganics.com, Facebook Page www.facebook.com/EminenceOrganicSkinCare and YouTube Page www.youtube.com/user/eminenceorganics.

The Application

Closing Date for applications: Sunday, June 9th, 2019 at 9pm PST

***Update on Monday, June 10th, 2019 screening & interviews are in process, however, applications submitted immediately are still welcomed and considered.**

Competitive Salary, Bonuses, Extended Health Benefits, Wellness Program, Product Discounts and Green Transportation Incentives

Location: West Broadway and Cambie, Vancouver, Canada at Eminence's Central Office

Our Products

Eminence Organic Skin Care provides premium products and unparalleled service to leading salons, spas and beauty professionals. Pioneer of the organic skin care movement, Eminence Organics combines more than half a century of herbal craftsmanship and innovation with Hungarian-inspired healing to offer results-oriented treatments. All of our products use only the freshest ingredients known to nature without harming animals or using any harsh chemicals - we pick only premium quality ingredients to craft natural, organic and Biodynamic[®] skin care that is good for the earth and good for the skin. Every ounce of our products receives personal attention throughout production and packaging.

Eminence Organics cares about the environment and integrates sustainable practices into every part of our business including planting a tree for every product that we sell through our [Forests For The Future](#) initiative.

Our Company

Eminence Organic Skin Care is the leading name in the field of Organic Skin Care. Eminence Organics is renowned as the most unique and effective line of natural skin care products on the market today. Eminence Organic Skin Care has been voted by skin care professionals as "Favorite Skin Care Line" and "Favorite Product Education", both for ten years in a row, as well as "Favorite All-Natural Line" for eight years in a row and is considered #1 for skin care results in the natural & organic spa industry. Additionally, Eminence Organic Skin Care has won multiple "[Best of the Best](#)" readers' choice awards for the best skin care products available, awards that are the most unbiased, prestigious honours given in the industry today.

Eminence Organics has also won multiple Environmental Awards & is a [Certified B Corporation](#)[®], recognizing the sustainable farming & green practices we use to create our products as well as recognizing the progressive people practices we exemplify in supporting our team-members.

Since the arrival of Eminence Organics in North America, our business has experienced tremendous growth in every major market in North America and has created distribution channels in over 60 countries. Currently with over 300 team-members worldwide and with thousands of dedicated and loyal spa and salon business partners, Eminence Organics has products which touch millions of faces and bodies across North America and throughout the world each year. Our charitable initiatives, including the [Eminence Kids Foundation](#), impact thousands of lives each year.

Our Core Values

Extraordinary Service, Infectious Enthusiasm, Sincere Respect, Supportive Teamplay, Proactive Reliability, Passionate Dedication.

Role Summary

The Marketing Project Coordinator (MPC) supports the Marketing team to launch new corporate projects and initiatives on time and on brand, allowing us to strengthen the Eminence brand and grow our business. Primarily focused on the coordination of the marketing deliverables required for each new project, the MPC will work closely with team-members in other departments including Digital, Supply Chain, Sales, Product Development and Customer Education to execute tasks within the project plan. The MPC works alongside the Marketing Project Manager (MPM) to manage the project tasks, timelines, communications and approval processes. The MPC also provides administrative support to source promotional items, schedule meetings, draft and send email communications, follow up on action items, oversee complex mailings and ensure timely delivery of marketing pieces. The MPC is a team player with strong attention to detail, a passion for spreadsheets and is a clear communicator. The MPC works under the direction of the Marketing Manager and in close collaboration with our Marketing Project Managers.

Reporting and Peer Relationships

The Marketing Project Coordinator reports directly to the Marketing Manager. The MPC works closely with all members of the Marketing & Communications Division as well as the Sales and Digital teams.

Roles and Responsibilities

Duties and responsibilities include, but are not limited to:

Coordination of Launches

- Administer Project Plans for new projects
- Coordinate timelines and team resources to create marketing materials, packaging and promotional items required for each project
- Maintain project management tools (e.g. Critical Paths, Asana, and Digital Checklists)
- Communicate key dates to stakeholders to ensure that each milestone is met throughout each project
- Participate in the Customer and Rep mailings process to determine dates for all project launch and promotional related mailings
- Coordinate with Supply Chain & Order Services teams to ensure all items needed for the mailings are in-house and sent out on time
- Coordinate print and digital launch communications to Customers and Reps as needed
- Implement updates to Order Forms for projects that contain new orderable items using the Change Tracker
- Prepare project information for company-wide conference calls with direction from the Marketing Project Manager and/or Marketing Manager
- Champion project management best practices, process improvements and workflow efficiencies
- Coordinate various other project deliverables as required

Coordination of Print & Packaging

- Coordinate the creation of new marketing materials including, but not limited to, promotional pieces, shipping boxes, brochures, window decals and sling signs
- Ensure accuracy of copy and content on each new piece
- Ensure consistency in branding across all project materials
- Work closely with the Marketing Copywriter, Graphic Designers, Marketing Print Coordinator, Supply Chain team and vendors to coordinate print pieces and packaging within deadlines for each project including POs and proof approvals
- Proof project collateral for accuracy and ensure overall quality of project deliverables as required

Meetings

- Book and attend 1:1 meetings with leader as needed
- Book and attend 1:1 meetings with Marketing Project Manager(s) as needed
- Attend Company Wide Conference Calls
- Attend weekly Marketing Meetings
- Attend meetings related to product launches as required
- Attend bi-weekly Mailings Meetings
- Attend the Eminence Organic Skin Care Annual Business Conference

Experience Required

- 3+ years of progressively increasing experience in an administrative role, ideally on a Project Management, Operations or Marketing team
- College diploma or degree in Business and/or Marketing or an equivalent combination of training and experience
- Experience working with external vendors e.g. manufacturing, printing, agencies (minimum 1-2 years)
- Project management experience an asset
- Project Management software experience an asset e.g. Asana, Trello, Excel
- Experience working with cross-functional teams e.g. Supply Chain, Sales, Product Development, Technology, etc.
- Experience with consumer-packaged goods, ideally in the spa and/or personal care sector
- Project Management Professional (PMP) Certification in an asset

Skills Required

- Ability to operate in a fast paced, changing environment with shifting priorities
- Excellent verbal and written communication skills with superior grammar and composition skills
- Demonstrate responsibility and ownership – ability to see things through and manage tasks and projects to completion
- Strong Customer service focus
- Ability to prioritize and work well in a high pressure, multiple-deadline environment, and to work well with minimal supervision and with many styles of direct leadership
- Proactive, highly organized and extremely detail oriented
- Passionate work ethic with desire for achieving individual and collective goals
- Highly entrepreneurial and creative with exceptional problem-solving skills
- Exceptional computer skills (especially MS Word, Outlook, PowerPoint intermediate to advanced Excel)