

Eminence Organic Skin Care Marketing Project Manager – Product Launches

How to Apply

Please send a cover letter and resume to careers@eminenceorganics.com with 'Marketing Project Manager – Product Launches' 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 Manager (MPM) is responsible for the planning and execution of Eminence product launches and go-to-market strategies for new products and services. The MPM manages the product launch process and works closely with Marketing & Communications, Product Development, Digital, Supply Chain, Sales, and Customer Education to deliver products and promotional materials which strengthen and enrich the Eminence brand and grow our Customers' businesses. To ensure the Marketing team delivers launches on time and on brand, the MPM develops and manages the launch project plan and processes and leads cross functional team meetings to ensure all products and marketing pieces are in-stock prior to their launch date.

Reporting and Peer Relationships

The Marketing Project Manager reports directly to the Marketing Manager and works in collaboration with all members of the Marketing & Communications, Product Development and Digital teams. The role is one of two Marketing Project Managers who manage separate projects but together are responsible for product launch planning.

Roles and Responsibilities

Duties and responsibilities include, but are not limited to:

Launch Management

- Develop and manage critical paths for product launches
- Coordinate timelines and team resources for multiple deliverables including, but not limited to: launch communications, mailings, labels, packaging, photoshoots and promotional materials
- Communicate key critical path dates to the Product Development, Marketing & Communications, Digital, Supply Chain, Sales and Order Services Teams to ensure each milestone is met throughout the project
- Participate in the Customer and Rep mailings process to determine dates for all project launch and promotional related mailings
- Manage print and digital launch communications to Customers
- Implement updates to Excel and pdf Product Order Forms for each launch in conjunction with the Product Development, Marketing & Communications, Sales, Order Services and Information Services teams
- Prepare launch information for company-wide conference calls with direction from the launch Project Manager and/or Marketing Manager
- Coordinate internal launch celebrations to promote company buy-in and product understanding for each launch as required
- Champion project management best practices, process improvements and workflow efficiencies

Print and Packaging Management

- Project manage the creation of new marketing launch materials including, but not limited to, promotional print pieces, catalogs, price lists, training booklets and manuals (including Digital marketing deliverables)
- Project manage the creation of all product labels, boxes, silk screening artwork and other miscellaneous packaging while ensuring that all packaging adheres to FDA and cosmetic regulations
- Ensure accuracy of all copy, names, sizes, item numbers and ingredients on each new piece in accordance with packaging regulations for each market
- Ensure consistency in branding across all launch materials, and as applicable with different audiences
- Partner with the Marketing Copywriter, Graphic Designers, Marketing Print Coordinator, Supply Chain team and vendors to manage print pieces and packaging for each collection including POs, proof approvals, deadlines
- Proof all project collateral for accuracy and ensure overall quality of project deliverables as required
- Coordinate the translation of print materials, training materials, boxes and labels into other languages as required

Meetings

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

Experience Required

- Project Management experience (minimum 3-5 years)
- Team leadership experience (minimum 1-2 years preferred)
- Project Management software experience e.g. Asana, Trello, Excel (minimum 2 years)
- Experience working with external vendors e.g. manufacturing, printing, agencies (minimum 1-2 years)
- Experience working with cross-functional teams e.g. Supply Chain, Sales, Product Development and Technology (minimum 1-2 years)
- College diploma or degree in Business and/or Marketing or an equivalent combination of training and experience
- Project Management Professional (PMP) Certification an asset
- Product Launch Management experience with a focus on consumer package goods an asset
- Experience in the Spa and/or Health & Beauty industry an asset

Skills Required

- Exceptional written/oral communication and project management skills
- Ability to operate in a fast paced, changing environment with shifting priorities
- Effective time management, multi-tasking, organizational and leadership ability
- Excellent communication and interpersonal skills
- Exemplary attention to detail
- 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)