

LIVE FOR TODAY • FARM FOR TOMORROW

HELEN BROWNING'S

Eastbrook Farm Organic Meats

Job Title:	Sales & Marketing	Application Process	CV and covering letter to sally@helenbrowningorganic.co.uk
Location:	Bishopstone, Swindon,	Travel Required:	Driving license required
Level/Salary Range:	23.5k	Hours	9am-5.30pm, 5 days/week

Job Description

ROLE AND RESPONSIBILITIES

Supporting the wider team to improve the visibility and profile of the brand, increase sales and improve the operational efficiency of the supply chain.

- Create & implement social media marketing plans.
- Support the Marketing Manager and Ecommerce Manager to create, plan and implement the overall Marketing Plan.
- Arranging promotional / sampling events including Direct to Consumer shows.
- Writing online content to increase consumer engagement.
- Developing and managing social media channels. Planning and executing campaigns and reviewing effectiveness.
- Drive online traffic and increasing visitor and purchaser numbers.
- Help manage the creative process for labelling, packaging and brand management of our product range.
- Provide support on new product development from concept through to selling to a retailer.
- Manage ordering process for customers when needed e.g. Amazon – Vendor Central.
- Customer service – manage complaints and queries received quickly and positively to obtain the best outcome for the customer and business.
- Account management, there may be an opportunity to account manage one of our key customers, building relationship through networking and regular contact.
- Assist technical management of production information and supplier requests.
- Provide holiday cover and support to all members of this small team.

Preferred Skills:

- Microsoft office – particularly Word, Excel and Outlook
- Good organisational skills
- Good communication skills – both written and oral
- Interest and experience of using social media to engage an audience
- Web editing and analytics.
- Driving license required.