

Rejuvenation

Job Description



Marketing Department

Position

Business Administrator

Reports to

Marketing Department Manager

Duties and Responsibilities

1. Help organization of workflow and projects of the Department.
2. Work relationships, communicate with media personnel and Eden Foods' vendors and suppliers in the media
3. Help maintain good business records and communications
4. Timely communicate appropriate, accurate information within the department, to other departments of the company, and to business relationships outside of the company
5. Help develop and maintain efficient business processes
6. Organization of data, images, and copy for the Department
7. Departmental budget tracking for web sites, print ads, and other marketing projects.
8. Manage the department's Purchase Order process
9. Manage a monthly calendar of ad placements for use by the Sales Department and Eden customers
10. Help with updating and maintaining Department SOPs and Nutritional Information data.
11. Assist in development of strategy, communication technique, educational methods, copywriting, and proofing.
12. Interact with suppliers and Eden personnel as appropriate
13. Help develop and maintain Sales Dept. forms in a database
14. Assist in business analysis

JOB REQUIREMENTS

- A. Education suitable for carrying out professional tasks
- B. Good communication skills, verbal and written
- C. An organized, reliable team member
- D. Computer aptitude, Microsoft Office especially Word and Excel, and Database use. A willingness to learn. Comfort with Adobe Creative Suite is a plus.
- E. Sound professional and ethical business practices.
- F. Reliable availability to the Marketing team

This job description is not intended to be all-inclusive or a complete representation. Employee will also perform other duties as assigned by

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immediate supervisor or management as required. Eden reserves the right to modify job duties and responsibilities as needed. This job description does not constitute a written or implied contract of employment.