

Rejuvenation

Job Description



Marketing Department

Position

Business Administration Manager

Reports to

Chief Marketing Officer

Duties and Responsibility

1. Establish, keep, and develop relationships with Marketing Department vendors and media company personnel.
2. Facilitate accurate and organized business records and files for the Marketing Department – data, images, and copy.
3. Timely communicate proper correct information intra- and inter-departmentally, and with Company relations outside of the company.
4. Help maintain and develop efficient business processes.
5. Organization of workflow and projects of the Department.
6. Facilitate Department budgets for electronic media, print ads, video, and other marketing projects.
7. Manage the Department's Purchase Order process for the Company.
8. Report monthly to the other Eden Departments details of Marketing outreach to the public and industry being carried out.
9. Facilitate Department process and SOPs.
10. Stay abreast of pertinent regulatory rules and changes.
11. Facilitate Product and Nutritional Information.
12. Help in development of Dept. communications, proofing, copywriting, and fact checking.
13. Go-between between Marketing and Sales Departments.
14. Assist in business analysis and strategy development.

JOB REQUIREMENTS

- A. Education suitable for conducting the tasks assigned
- B. Professional reliability
- C. Developed communication skill, verbal and written
- D. Being an organized, involved team member
- E. Ability to train and share information with co-workers
- F. Computer aptitude, a willingness to learn. Comfort with Adobe Creative Suite a plus.
- G. Sound professional business ethics, practices, and being straightforward and forthright.

This job description is not intended to be all-inclusive or a complete

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representation. Employee will also perform other duties as assigned by 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.