



MARKETING SPECIALIST SALES PLANNING & MARKETING DIVISION BARATARIA BRANCH

OVERVIEW

The Marketing Specialist will provide general support and assistance to the Sales Planning and Marketing Division with the tactical execution of marketing plans, strategies and projects.

MAIN TASKS

- Updating TTTL's website and monitoring TTTL's social media accounts.
- Proof reading all external communication
- Designing internal artwork/communication when necessary
- Daily reviewing and following up on social media generated queries.
- Liaising with Sales Managers on events, campaign, online requests for quotations/test drives.
- Planning and preparing for marketing events.
- Compiling and submitting marketing reports.
- Serving as a liaison with other departments on basic administrative duties for marketing events.
- Monitoring inventory levels of promotional items.
- Conducting and verifying end of month stock/inventory levels.
- Performing miscellaneous job-related duties as assigned; may include managing small projects.
- Acquiring pricing information as needed and updating team and necessary files.
- Liaising with suppliers for artwork/ marketing needs.
- Monitoring competitor advertisements and events.
- Responding to requests within a timely manner.
- Updating end of month reports.
- Filing, notetaking and other clerical duties.
- Any other related duties.

MINIMUM EDUCATION & QUALIFICATIONS

- First Degree in Marketing
- Minimum of two (2) years' experience in Digital Marketing
- Minimum of four (4) years' experience in Adobe Photoshop
- Proficient in Microsoft Office
- Experience in the production of Graphic Design
- Outstanding organization and time management skills
- Excellent written and verbal communication skills
- Ability to work flexible hours

HOW TO APPLY?

Applications can be sent to: careers@toyota-trinidad.com no later than **May 15, 2024**.