

**About us:**

Brother Sewing Machines Europe GmbH (BSME) was founded in 2009 and is part of Brother International Ltd. located in Japan. BSME headquarters are based in Bad Vilbel and takes care of Sales across Europe.

We are a creative, crafty company and want to be **'at your side'** of every sewer, embroiderer, quilter and crafter.



Marketing Team Administrator (m/f/d) (full time 37,5 h/week)

Working place: Bad Vilbel

The Marketing Team Administrator (m/f/d) is an integral part of the BSME Marketing Team. You'll keep the team running through your implacable diary management, administration support and task management.

YOUR TASKS & RESPONSIBILITY:

- Diary, email and administration management for the Marketing Team.
- Management of Artspira, blog, web page and social media and the translation process.
- Helping with the daily management and scheduling of social media channels.
- Supporting the influencer management program and liaising with influencers/their management.
- Research – social media, digital, images, suppliers etc.
- External supplier liaising and management – including invoice management.
- There will other website, newsletter, design, copy, proofreading, event, public relations and marketing activities required as and when needed.

YOUR PROFILE:

You are a creative, curious person who loves multi-tasking and working independently. You'll have a good eye for detail and will be able to manage priorities and deadlines for yourself and the wider team. Don't worry too much about experience, we're looking for passion.

Person specification – essential:

- Spoken and written first language English, or spoken and written English to B2 level.
- Excellent communicator and team player.
- Strong attention to detail.
- Interest in undertaking training as and when needed.
- Availability to work at our Bad Vilbel office.

Person specification – nice to have:

- Passion for crafting
- Fluent in any of the following languages (in addition to English): German, Italian, French, Dutch.
- Experience in posting to social channels via Hootsuite or Meta business manager.
- Creating visuals with & setting brand identities in Canva.
- Experience with website CMS systems, especially Sitecore.

WHAT WE OFFER:

You'll be based in our vibrant, creative Marketing Team in HQ. The role is office-based with the possibility of one mobile work day per week.

We are offering a relaxed and interesting working environment in an international team, with some additional benefits, ie:

- 30 days paid holidays per year
- Additional days off for special occasions
- Employer pension plan
- Health care services
- Training opportunities sponsored by employer
- Modern office
- Free soft drinks, coffee, tea during work hours

Interview process, need to know:

Potential candidates will be asked to attend a short (online) first stage interview.

Candidates who have passed round one will be invited to a face-to-face or online longer interview. Please note the second-round interview may require you to give a short presentation and/or undertake a timed writing test.

Are you interested?

Please email your **detailed CV (PDF format) plus cover letter and salary expectations** to:
bsme.human-resources@brothersewing.eu

We are looking forward to your application!