

## **Graduate Trainee – Sales, Marketing & New Product Development**

Norwich based Ellipsis Brands founded in 2013 is a fast-growing cosmetics business, focused on creating and growing distinctive new brands in personal care. Our brand portfolio includes Percy Nobleman and Q+A. We sell to an array of large UK and global retailers, including SEPHORA, Boots, Holland and Barrett and Sainsbury's.

We are looking for a graduate that has a passion for Beauty and Personal Care and is looking to start a career in the world of FMCG brands.

This role works across three departments as a support function, giving the candidate unique cross-departmental insight and invaluable experience from the offset. This allows Ellipsis Brands to help in the candidate's development, keeping the door open to growth and progress within multiple areas of the business.

Candidates should have a strong attention to detail, as well as a helpful and supportive attitude, always looking to go the 'extra mile' and be a collaborator at heart. We're looking for a self-starter who is a good listener and is capable of working on multiple projects at once.

This role should be of interest to any graduate wanting to get into the role of Sales, Marketing or New Product Development. Three potential career paths include (but are not limited to) – sales account manager, NPD coordinator, marketing coordinator.

### **The Role**

Working closely with our sales, marketing and NPD teams you will be:

#### **Sales & Marketing**

- Supporting with administrative Trade Marketing requests, including updating NLFs (New line forms)
- Managing trade assets within the DAM (digital asset management) platform
- Reworking pre-existing product copy for retail channels
- Supporting the wider marketing team with daily administrative tasks, including PR/marketing coverage tracking
- Supporting the sales team on any trade events, trade shows, and account requests.

#### **NPD (New Product Development)**

- Work with our NPD team in our extensive new product feedback process (sampling/tracking feedback/communicating clearly with product testers)
- Work with our NPD team to procure and distribute a wide range of product samples to Key Accounts
- Help check product copy/product artworks/NPD Presentations before submission to major retailers

### **The Candidate:**

- Degree level education
- Keen eye for detail
- Interest in beauty and personal care

- Strong written and spoken English skills
- Solution-oriented, pro-active, and resourceful
- Confident communicator (and listener)
- Confident with numbers

#### **Additional Information**

Salary: £22k p/a plus benefits

Employment Type: Full Time

Start date: Immediate

Working Hours: 8.30am – 5pm

Location: Wymondham, Norfolk (full UK driving license preferable)