

JOB POSITION: MARKETING & ADMINISTRATION ASSISTANT

The Good Plastic Company is an international producer of sustainable surface materials made from 100% recycled and recyclable plastic under its-Polygood brand. Polygood panels are used to create modern-looking, environmentally conscious furniture and interior/exterior design elements. Each panel is made from a single type of recycled plastic, which can be easily recycled over and over again. In 2022, we delivered panels for 265 projects to clients including Nike, Samsung, Adidas, Karl Lagerfeld, De Bijenkorf, Lush, and well-known architects' studios such as MVRDV.

With over 60 team members across 4 locations and 2 manufacturing sites we work with clients all over the world, from Tokyo to San Francisco, introducing architects and designers to the distinctive benefits of recycled plastic and promoting sustainability.

As we continue to grow and become the leader in sustainable surface design materials, we are looking for a professional, enthusiastic and self-sufficient Marketing & Administration Assistant.

Key responsibilities:

- Business travel planning, including research, air/rail/accommodation bookings, processing of alterations and refunds, and calendar management
- Marketing collateral management (supplier selection and management, ordering, and distribution)
- Participation in planning and execution of marketing events
- Completing forms and applications (memberships, supplier forms etc)
- Support with gathering data for HR function (absence tracking etc)
- Research activities for marketing and business development purposes (market analysis, trends, competitor analysis etc.)
- General support for commercial teams

Requirements:

- Agility to the actively changing environment
- Excellent verbal and written communication skills
- Analytical and critical thinking
- Proactive attitude and efficiency
- Fluent English (B2)

What we offer:

- An opportunity to participate in complex marketing campaigns and be part of a growing business with global ambitions
- Experience in working for a sustainable brand in promoting positive environmental impact
- Cooperation with multinational teams and regular communication with foreign partners
- Remote working conditions (with some time at our facilities and travelling domestically and internationally expected)

- A competitive salary, commensurate with skills and experience
- 25 days of paid holiday per year, plus public holidays

Please note that we are only considering principal applicants and not agency applications. Please include an up-to-date CV and a cover letter that explains your suitability for and interest in the position. Candidates who do not provide a cover letter will not be considered.