

Role	Marketing Operations Co-ordinator - Europe, Middle East and Africa (EMEA)
Department	Marketing Communications
Reporting to	Head of Marketing Communications - Europe
Location	Dover, Kent
Role context	<p>With the growth of our Marketing team, we have an exciting opportunity for a talented Marketing Operations Co-ordinator to join our EMEA Marketing team.</p> <p>The Marketing Operations co-ordinator (EMEA) will additionally support to ensure delivery of our day-to-day operational processes and working rhythms in an effective, efficient manner. Outstanding organisational skills are required to work with the different country managers to ensure delivery and continuity of the marketing activity.</p>
Role responsibilities	<ul style="list-style-type: none">• Day-to-day coordination of EMEA marketing operations to support the country-marketing managers and head of marketing with a host of external partners and internal marketing work. Work with our in-house translation agency maintain order and progress of the localization of campaigns across the EMEA markets. Coordinate campaign briefing process, working with Design, Translations, Country Marketing and Sales. Support the team with analytics and report on campaigns performance with regular reports• Resource management: Working closely with EMEA marketing colleagues, you will ensure that a central repository of resources is maintained and reported upon, highlighting any gaps or issues based upon your understanding of capacity requirements across the team. You will also be capable to create and propose new processes, marketing techniques and other type of improvements to grow in productivity and efficiency• Relationship Management: Building and maintaining excellent cross-functional working relationships with colleagues across Marketing, CRM, Sales and Finance. Support with day-to-day communication and recurrent calls with our partners• Knowledge Management: Help to develop the strategy and support the implementation of an effective knowledge management solution across EMEA. Ensure all relevant information relating to our processes & working practices is consistently refreshed and available to all colleagues on our Marketing Ops SharePoint site. Manage tools including Facebook Business Manager, and CRM
Values	<ul style="list-style-type: none">- Caring- Consistent- Creative- Captivating- Confident

Knowledge, skills, and Experience

- **Legal & Procurement support:** Manage tracking and validation of invoicing process on a monthly basis
- **Event coordination:** Logistics support for large-scale (virtual and on the road) trade shows & work sessions in the EMEA yearly calendar. This includes but is not limited to venue bookings & space hire, coordination and management of vendors and any associated support teams; maintaining seating plans and equipment lists; acquiring and ensuring completion of attendee registration paperwork and forms
- **Reporting and data analysis:** Creating and maintaining documentation such as campaign trackers, attendee lists, floor plans and event agendas. Comfort with presenting data analysis - creating reports and keynote documents
- **Tracking for future growth:** Developing processes for efficient operational execution & achievement of specific KPIs. This will include: Helping to determine Key Performance Indicators which can be tracked to ensure growth of the strategy as it expands / Setting up reports and tracking to be used by teams for ongoing analysis of the project / Other duties as designated in support of our EMEA marketing strategy

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- **2+ years Marketing Operations or Marketing Operations experience** working with globally distributed teams
 - **Experience working with suppliers**, media and affiliate partners
 - **Excellent communication** skills, both written & spoken and comfortable managing deliverables and projects in a broad group
 - **Experience working with analytic tools**, including website analytics and Google Analytics
 - **Results-driven.** Someone who can tackle problems and will work tirelessly to make our systems and processes better
 - **Operations should make life easier for those who need them.** Above all else, we want someone who is happy to help and takes pride in being the only expert in their area of work
 - **Comfortable with change.** Plans change quickly at Megger, and with little notice. We need someone who keeps calm when we don't have answers, is happy to ask questions and will find a way to deliver results
 - **Relationship builder** - Ability to proactively cultivate strong team relationships and communicate effectively with team members
 - **Self-starter attitude** - Able to work and problem-solve independently
 - **Proficient in Microsoft Office**, including advanced-level Excel skills

Benefits:

- **Adaptable** - You are comfortable and thrive in an ever-changing environment
 - **Full language proficiency in English.** Another EU language is a plus.
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- Competitive salary
- Incentive Scheme
- Excellent training and development opportunities
- Life assurance Scheme
- Salary Sacrifice Pension
- Day off for your birthday
- 25 days leave
- On Site Free car parking
- On Site Subsidised refreshments