

Neuhaus – Marketing Assistant

TO DO

As a Marketing Assistant, you play a crucial role in supporting Product Managers in the ongoing development and maintenance of chocolate collections. You ensure smooth project execution by managing product data, coordinating timelines, ensuring quality compliance, and supporting retail and logistics operations. Your structured approach and keen eye for detail help maintain the excellence of our premium products in the market.

This role is ideal for someone who thrives on organization, coordination, and problem-solving. You'll work in a dynamic environment where passion for craftsmanship and premium chocolate products takes center stage.

- **Data Management** You manage and maintain product codes and BOMs with precision, ensuring accurate master data for all new product developments. Keeping a close eye on material orders, you make sure everything is available on time for a seamless production process.
- **Quality Support** You take ownership of product weight checks, ensuring compliance with quality standards. You coordinate the approval process for ingredient labels, hangtags, and roadmaps, making sure everything is print-ready and aligned with brand requirements.
- **Retail POSM Support:** You oversee the administration and planning of POSM and window kits, ensuring all elements are correctly coded, forecasted, and delivered. From price tags to display materials, you ensure every retail touchpoint reflects the brand's excellence.
- **Logistics support:** You ensure that all Product Process Manuals (PPMs) are up to date and well-documented. You monitor co-packing activities, ensuring efficiency and accuracy in production and packaging.
- **General Support:** You keep allergen lists meticulously updated and make sure packshots are arranged to showcase our products at their finest. Your structured way of working ensures all marketing and product materials are on point and ready for launch.

TO BE

- **Experienced:** You have a bachelor-level mindset and 7 to 10 years of experience in administrative support roles. Experience with project/data management and/or SAP is a plus.
- **Proactive:** No challenge is too big for you – you have a proactive, can-do mentality.
- **Bilingual:** Strong proficiency in English and Dutch is essential; a solid foundation in French is a must.
- **Strong communicator:** You have the ability – and more importantly, the enthusiasm – to build lasting partnerships with internal and external stakeholders. Clear communication is something you are good at.
- **Perfectionist:** Attention to detail is in your nature. Every last piece must fall into place – 'almost' is not good enough for you.
- **Passionate:** Last but not least, you have a passion for chocolate!

TO OFFER

If you grow, we grow. We offer you an inspiring environment full of challenges. A place where people are given space and opportunities to excel. Furthermore, we offer you an attractive salary, supplemented by numerous fringe

benefits. And, of course, - a lot- of Belgian chocolates.

https://www.neuhauschocolates.com/fr_BE/home