

JOB DESCRIPTION

Position	Marketing Communications Coordinator (Fixed Term)	Division	Rockit Trading Company Limited
Reports to	Global Marketing Communications Manager	Date	August 2024
Term	Fixed term for 12 months from late November 2024		

Job Purpose

- To lead internal communications and sponsorship for Rockit Global.
- Supporting the Global Marketing Communications Manager by managing internal/external requests.
- To maintain a high standard for Rockit Global marketing and business presentations and event branding.
- To provide strong support across the marketing team and wider Rockit stakeholders and teams, with a focus on communications, sponsorship, brand, events and marketing administration.

Key Responsibilities

- Lead and manage internal communications and channels including fortnightly newsletter, intranet management/updates, posters, internal communication plans and internal video requirements.
- Support with grower communications – liaising with agency contacts, Orchard and Commercial teams to ensure quarterly reports and other communications are delivered on time and to a high standard.
- Leading and delivering seasonal recruitment campaign.
- Support People and Culture team with branding, events and internal communications requirements.
- External/internal event support– e.g. Grower days, all staff meetings, health and wellbeing events, product and branding requirements.
- Sponsorship – creating streamlined internal/external process for requests, helping to deliver one key sponsorship drive for the business and leveraging current relationships.
- Support with NZ marketing collateral production and project management.
- Creating company presentations and documents.
- Support with in-house design requirements.
- Supporting Global Marketing Communications Manager with external communications, media releases and PR as required.
- Supporting the Brand team by acting as lead on signage, building branding and uniform requests.
- Act as the team administrator assisting with ad hoc duties as required.

Organisational Obligations

- Establish effective relationships internally and externally and collaborate to achieve Rockit objectives.
- Participate in regular team and company-wide meetings.
- Ensure confidentiality of employee and company information.
- Demonstrate commitment to health and safety and compliance with company policies.
- Demonstrate company values.

Relationships

Reports to	Global Marketing Communications Manager
Internal	Marketing team including global in-market members, key staff across wider business (RMS, RPC, RTC)
External	Signage, print and packaging suppliers, agencies

Personal specification requirements

- 3+ years marketing/communications experience across the range of marketing functions.
- Strong writer with attention to detail.
- Committed to customer service with excellent written and verbal communication skills.
- Strong internal/external relationship building skills.
- Demonstrated project management skills and experience.
- A proactive, self-starter who can work alone and collaboratively.
- Strong computer literacy including experience in Microsoft Office suite, Adobe InDesign and Photoshop (desirable).
- Degree in Marketing, Communications or similar.
- Experience managing/updating social media platforms.
- As part of a fast-paced team environment, happy to turn your hand to anything and pitch in with administrative tasks, as required.

Team Values

Proactively demonstrate RGL's values in all work and internal and external interactions.

Action Over Words

At Rockit we've never been about the talk; it's always been about the doing. Doing things that nobody thought was possible.

Unstoppable Passion

We use a simple formula; passion in the work, unbridled ingenuity and backing ourselves. We believe the world would be a better place if everyone rocked it with us.

**Doing Things Differently**

Doing things differently has always been part of our DNA, and it's what saw us take a punt on the world's smallest apple and turn it into a big New Zealand success story.

He Toa Takitini

Ehara taku toa, te toa takitahi, he toa takatini kē

Uniting all cultures, as we strive to make a difference within our communities and in all aspects of our environment, while being true to ourselves.

SIGNED by the Employee: