



Edendale Group is hiring a **Marketing Admin!**

Founded in the late 1950's by E.A.L Man Hin, the Edendale Group has grown throughout the years to be amongst the most recognised Fast Moving Consumer Goods Company in Mauritius with a particular focus on quality and innovation.

Situated at **Anse Courtois, Les Pailles, Port Louis**

Duties are as follows:

- Assist in the execution of marketing initiatives on both online (social media platforms) and offline platform (trade activities)
- Manage and schedule content across digital platforms (Facebook, Instagram, TikTok) in line with the content calendar.
- Identify digital trends and develop creative ideas to drive engagement.
- Plan, create, and manage digital advertising campaigns (Google Ads, social media).
- Assist in all admin part – PO, follow up with agencies/suppliers for visuals, materials and activities (material preparation for activities, etc)
- Plan, schedule, and moderate allocated digital platforms as per agreed schedule of content calendar within agreed timelines.
- Collect and compile data for Integrated Business Planning (IBP) reports and monthly digital performance reviews.
- Monitor competitor activity and gather insights to support marketing strategies
- Follow up on promotional collateral to establish and maintain product branding in line with digital campaign deployment
- Liaise with advertising agencies and suppliers as well as content creators.
- Assist with regulatory framework verifications and compliance
- Coordinate and record complaints received from all platforms, as per defined set protocols

We are currently looking for degree holders in **Marketing Management** or **Web and Multimedia Development**

Duration: Full time

Experience: Experience would be an advantage

Remuneration: Remunerated

Working Days/ Time: From Monday to Friday- 8am to 5pm

Send your CV/ Motivation Letter on: info@edendale.mu

By: **30th June 2025**

Learn more on their company: www.edendale.mu