



GUAYAKI SUSTAINABLE RAINFOREST PRODUCTS, INC.

JOB DESCRIPTION

JOB TITLE: Brand Collateral Developer

DEPARTMENT: Brand

REPORTS TO: Marketing Director

Summary: The Brand Collateral Developer is responsible for sourcing, designing and finalizing orders for brand collateral including, but not limited to, promotional items, POS materials, in store displays and employee uniforms. The Brand Collateral Developer will monitor inventory, organize orders, confirm receipt of deliveries and request updated designs for reorders. This role will work closely with brand, sales and distribution teams to develop high quality, relevant items and will assist the operations team with sourcing materials that follow company purchasing policy guidelines.

Responsibilities: The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Work closely with brand, sales and distribution teams to create relevant branded collateral that can be used universally throughout unique markets. Items include but are not limited to:
 - Promotional items and giveaways
 - POS materials
 - In store display materials
 - Employee uniforms/clothing
 - Coolers
- Work with different departments to better understand needs in the market
- Organize unique collateral orders (inventoried or one-time orders) with relevant teams
- Update pricing and item lists on company promotional order form
- Source items that are relevant and sought after by consumers and customers
- Source items that adhere to the company purchasing policy guidelines
- Maintain and update company purchasing policy guidelines based on new trends and updates in sustainability
- Monitor collateral inventory, confirm receipt of deliveries and organize reorders with pertinent updates as necessary

Qualifications:

- Bachelor's Degree required.
- 2-3 years retail or apparel buying or equivalent experience

- Experience within a consumer product company preferred
- Strong verbal and written communication skills, works well as part of a cross-functional team with the ability to collaborate, influence, and interact at all levels of the organization
- Excellent organizational skills and the ability to prioritize are essential to this position, including the ability to manage within budgets and tight timelines
- Experience and proficiency with iOS and Microsoft programs, as well as familiarity with cloud-based programs such as Dropbox or Datto, required
- Experience with Adobe Illustrator and Photoshop
- Experience with Smartsheet and Slack is a plus
- Motivated to learn new skills & knowledge in design and sustainability
- Passionate about impactful cause and mission-based marketing campaigns, preferred

Physical Requirements: While performing the duties of this job, the employee is frequently required to do the following:

- May sit or stand to complete work at a computer for many hours during the day
- Perform some repetitive motion activities
- Coordinate multiple tasks simultaneously