

## Join our team!

# Marketing & Communication Coordinator

Turnhout, Belgium

### **Calling marketing talents!**

We are seeking a talented Marketing and Communication Coordinator to join our team. In this role, you will be responsible for coordinating a wide range of marketing and communication activities. This includes trade fairs and events, our showroom and internal film studio, marketing materials, direct marketing as well as act as a marketing business partner for three i4F technology clusters. Your creative skills, organizational abilities, and excellent English language proficiency will be key to your success.

### **About us**

i4F is a global innovations group, focused on patents and technologies that are revolutionizing the flooring industry and beyond. Our vision is to enhance where people live, work and play with ingenious technologies from the floor upwards, through technological excellence, meaningful innovation, and human partnerships.

We believe that even the smallest innovations have the potential to transform not just products, but the lives of the people that use them. It's why we own and represent more than 3.000 patents and technologies. And it's why we continue to develop more, both independently and with our partners.

We work together with the world's leading producers and innovators to develop powerful, future-driven solutions for the flooring industry. Our patents are divided into six clusters: drop-lock, surface finishing, digital printing, board composition, wall and ceiling as well as sustainable process technologies. We're experts, specialists, dreamers, and do-ers. We're entrepreneurs at heart with a shared passion for meaningful innovations.

Our unique and highly successful business model requires high-potential people. i4F is the winner of multiple awards. The company has been awarded by Deloitte as one of the world's Best Managed Companies (BMC) for two consecutive years (2020/2021 & 2021/2022) and also won the 2020/2021 Excellence Award for Strategy. i4F has people and offices in Belgium, China, Vietnam, and the United States.

#### **Job duties & Responsibilities**

- Coordinate events and trade fairs, including liaising with booth builders, designing i4F booths in line with corporate identity and brand guidelines, coordinating the logistics of the event, liaise with management team etc.
- Develop digital and printed brochures and other marketing collateral including sample kits.
- Research and maintain relationships with trade fairs and events by managing an up-to-date list of relevant events in key markets, organizing attendance or booth presence as well as ensuring samples are readily available.
- Design and create engaging direct marketing email campaigns, adhering to our corporate identity guidelines and ensuring effective and up-to-date database management.
- Serve as a marketing business partner for three of i4F's six technology clusters, collaborating with internal stakeholders as well as contributing to and implementing marketing strategies.
- Coordinate the set-up, design and operation of our internal film studio, including organizing events, assisting with film production, and ensuring the smooth functioning of the studio.

#### **About you**

- Bachelor's degree in Marketing or Communication.
- Minimum of 2 years of experience in Marketing or communications.
- Proven experience in events.
- Strong organizational skills, with the ability to multitask and meet deadlines.
- Excellent written and verbal communication skills in English. Other languages are a plus

#### **What we offer**

- A dynamic and international working environment operating in a flat structure, with an informal but focused organization;
- The chance to join a unique, very fast-growing, results-driven company;
- To be part of a global yet lean group of people, where each individual counts;
- To work with a highly experienced international management team;
- The opportunity to build your potential in a fast-moving and respectful environment;
- To be part of an experienced, engaged, supportive and diverse team where talent from different backgrounds and cultures contribute, thrive and flourish;
- Competitive compensation package with extra-legal benefits

#### **Let's find out if we click!**

Please send your application (CV and motivational letter) to "HR@i4f.com" specifying the subject on the email "Talented Marketing & Communication Coordinator".

**i4F.com**

