

Coordinator, Marketing at Koko Networks

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

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This company was formerly known as SmartCook Energy. Last-mile energy networks for Africa's cities. Smarter commerce for urban Africa. Unique rich media delivery platforms. Our mission is to improve life for everyone in Africa's cities.

Your Role

As the Marketing Coordinator – at KOKO, you will play a key role in supporting day-to-day operations and data analysis for the marketing department. Your job is to make sure that the marketing team has all it needs in order to be successful in driving demand for KOKO Fuel and KOKO Club.

What you will do

Provide administrative and logistical support to the marketing department.

Maintain key reference documents, presentations, spreadsheets, and shared drives for the marketing team by ensuring that there is one source of truth for all marketing-related items.

Become a Domo expert to effectively pull out reports to track sales KPIs.

Work with the Marketing Director and Marketing Team Leaders to ensure proper team marketing data management.

Develop daily, weekly, monthly reports, quarterly and annual reports for management and communications purposes.

Assist in creating slides or PowerPoint presentations for Marketing Director for KCBU LT, SIA reviews, Commercial Reviews, and monthly departmental meetings.

Support administration of marketing team needs, including hiring, onboarding, and HR documentation for employees.

Process all Purchase Requests and Purchase Orders for marketing-related activities.

Process petty cash for the marketing department.

Managing stock of marketing branded materials.

Coordinate POS delivery to networks with the Channel Marketing team.

Work on any ad hoc requests as requested by management.

What you will bring to KOKO

3+ years of work experience

Bachelor's Degree in a business-related field

Expert computer skills including PowerPoint or Google slides and excel or Google sheets.

Excellent verbal and written communication skills

Strong attention to detail

Team-first attitude with a high level of dedication

Able to multitask, prioritize, and manage time efficiently

Able to work accurately under stress and pressure to meet competing deadlines

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