



## HILL'S JOB DESCRIPTION

**Company:** Hill's Pet Nutrition s.r.o.  
**Job Title:** Commercial Coordinator, CEEME  
**Job Function:** Marketing  
**Location:** Prague - Karlín

**Hill's Pet Nutrition** is a division of Colgate-Palmolive, a leading global consumer products company, focused on Oral Care, Personal Care, Home Care and Pet Nutrition. At Hill's we have a purpose. Every day around the world, we transform the lives of millions of pet families through pioneering innovation, amazing nutrition, and the best and brightest people. To learn more about Hill's and Colgate, please visit <http://www.hillspet.com> and <http://www.colgatepalmolive.com>, or find us on LinkedIn, Facebook or YouTube.

We are currently looking for a candidate for Commercial Coordinator position. If you are self-motivated, well-structured, clear thinker, easy going, humble, but yet confident, a kind person with like-to-help-others attitude, who is not afraid to talk in front of other people at excellent level of English, you're a right person for us! Find out more about the role below!

### Job Summary

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Reporting to CEEME Marketing Manager, the Commercial Coordinator assists the whole commercial team (Marketing, PVA and BDMs) in the efficient and on time in market execution of centrally driven commercial activities being a part of the annual CEEME business plan. Responsibilities include coordination of centrally managed PVA activities, managing the process of all centrally ordered items such central stocks, promo PIRs or central prints, communicating with Distributors Partners, planning and analyzing consumer & trade promotions, managing A&P budget and identifying cost saving opportunities.

### Principal Duties and Responsibilities

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%	Task
40	Coordinate centrally managed activities to secure on time execution excellence <ul style="list-style-type: none"> <li>▪ Orders through Central Stock</li> <li>▪ Promo SKUs including Starter Kits</li> <li>▪ Central Prints</li> <li>▪ Sampling</li> <li>▪ Work closely with European functions for smooth &amp; timely project completions with CEEME needs incorporated into European processes to drive efficiency</li> <li>▪ Coordinate with Distributors Partners forecast input and localization needs on centrally driven activities</li> </ul>
30	<ul style="list-style-type: none"> <li>▪ Organize centrally managed CEEME PVA events, such as factory tours, webinars, local congress support, attendance in global symposium and congresses. Coordinate with Distributors Partners and EU PVA team to maximize efficiencies.</li> </ul>
10	<ul style="list-style-type: none"> <li>▪ CEEME events coordination (e.g. Distributor Conference)</li> </ul>
10	<ul style="list-style-type: none"> <li>▪ Manage data flow process (artworks, copy documents, pictures) between CEEME and Distributors Partners</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Monitor A&amp;P spend on assigned projects versus agreed budget and identify cost saving opportunities</li> </ul>
100	<b>Total Percent (not to exceed 100%)</b>

*This is not an exhaustive list of duties or functions.*

### Education/ Experience Requirements

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- Bachelor degree in Marketing or related field is an advantage. In final University/College years or University practise, fresh graduates are welcome.
- Previous Experience is not required, Marketing and Commercial interest is advantage



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- MS Office package advanced level. SAP functionality basic knowledge is an advantage.
- Fluent in English

### **Expected Areas of Skills**

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- Communication and coordination with other functions, suppliers and Distributors Partners is key to complete projects on time
- The candidate should have demonstrated initiative, be a self-starter and able to initiate projects/act independently
- S/he must have a successful track record of analysing business putting forth conclusive recommendations and executing with excellence.
- The candidate should have been demonstrating the Leadership and Functional Competencies listed below

### **Leadership Competencies (Should match the Colgate Global Competencies)**

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- Communicate Effectively
- Planning/Priority Setting
- Results Oriented

### **Functional Competencies (Should match the Colgate Global Competencies)**

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- Analytical/
- Cross Organizational Collaboration

### **Working Relationships (Key partnerships and reporting relationships)**

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- **This position will not supervise**
- Reporting to: Marketing Manager, CEEME
- Cooperating with: CEEME and Regional EU Marketing and PVA Teams, CEEME Business Development Managers, CEEME Finance, Supply Chain and Customer Service/Logistics, Procurement, Distributor Partners, Legal and Regulatory, External Agencies

### **Travel Requirements**

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Expected percentage of travel: Up to 10%

### **What are we offering?**

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- contract for 1,5 year with a wide range of benefits (as 25 days of holidays, 10 sick days, meal vouchers, contribution on leisure time, contribution for pension plan, discount for company products, dog friendly environment etc.)
- to gain an experience to work within the commercial team of unique trio: Marketing, Professional Vet Affairs and Business Development Managers.
- to get into efficient and on-time-in-market execution of centrally driven commercial activities. Also learn into planning and analyzing consumer & trade promotions.
- to find out how a regional corporate hub works with all the beauty and complexity of partners from Central Eastern Europe and Middle East countries.
- opportunity to step into basic brand management tasks and support the growth of our Brands across our markets.
- nice working environment with great people and dedicated team. Working in pet loving office with all the fun it brings.

**To apply for the position, send your CV in English version to [aneta\\_habartova@hillspet.com](mailto:aneta_habartova@hillspet.com)**