

Co-ordinator Lexus Operations

Role in a nutshell:

Reporting to	Luke Jackson	Department	Lexus Operations	Grade	6	Location	Burgh Heath	Direct Reports	0
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A bit about the Co-ordinator, Lexus Operations (Student placement) role

What you'll be doing :
<p>Manage marketing campaigns and agencies to support the communication of key after sales propositions on behalf of the Lexus network to their live and lapsed customers.</p> <p>Analyse data with the aim to identify trends, issues and make recommendations.</p> <p>Provide support to field teams in the provision of data and reports, along with collaboration to prepare information and data for key meetings/conferences.</p> <p>Project management responsibilities to assist Line Manager in decision making.</p>

Experience you'll gain :
<p>Working in dynamic office environment both independently and part of a team, collaborating with business partners (both agencies and retail partners)</p> <p>Broad exposure to commercial environment and seeing the complete view of the Lexus business.</p>

How we'll support you :
<p>To provide you with relevant work experience to support you in your personal development and to achieve your academic qualifications.</p> <p>Coaching and technical training as required to complete the role.</p>

How you could stretch this role :
<p>Demonstrate good commercial awareness and the ability to analyse data to make recommendations. Identify areas for improvement of efficiency and how to innovate.</p>

What you'll get to own :
<p>Direct operational responsibility for key areas such as customer experience (CEM), marketing materials/ campaigns development and approval, recall reporting, etc.</p> <p>Collation and calculation of payments for Quarterly programmes and monitoring the Lexus Centre marketing support budget and processing invoices.</p>

Qualifications and experience you'll need :
<p>Essential: Working towards a business related undergraduate degree.</p> <p>Desirable: Experience work working in a business or commercial environment.</p>

Skills & Behaviours you'll have :
<p>Essential: Excellent numeracy, literacy and communication skills; high attention to detail; and be able to demonstrate initiative and a willingness to contribute and learn as part of a team.</p> <p>Desirable: Excel, Word and PowerPoint skills.</p>

In line with our Talent Enablement culture, we will give you ownership and encourage you to deliver outcomes that lie outside of the remit of this Job Profile. We do this to give you extra experience, to stretch and develop you within your role, enabling you to be the best you can be.