



BENTLEY

MARKETING AND EXECUTIVE ASSISTANT

We are looking for talented people ready to build the Bentley Stockholm!

Autoropa Sportvagn Services AG works with one of the leading car brands in the world. As a main importer of Bentley and McLaren we are focused on creating a strong position on the Scandinavian market. We offer excellent services and our goal is to be the best Bentley and McLaren dealers in the world! Our success is based on our background, culture and always striving to deliver at the highest level. We are very proud of gaining the trust of our costumers and be part of their car ownership.

WHAT AWAITS YOU?

As the Marketing and Executive assistant, you will report directly to CEO. You will be responsible for all marketing activities for Bentley and McLaren and lead the various projects together with the sales representatives. You will work very close to the GM, and support him with various task such as administration, emails and costumers related issues.

- With the support from the team you will develop marketing strategy for Bentley Sweden and McLaren Scandinavia.
- Constant contact with the factories and report back all marketing activities.
- Highlight the digital marketing channels and social media.
- Plan, lead and execute marketing and sales events.
- You will maintain partners and relations.
- Coordinate photo and film making.
- Responsible for PR and Media.

WHAT SHOULD YOU BRING?

As a person you are service minded, self-driven and take responsible for your actions. You take ownership for your work and ensure they are the highest quality. You enjoy multitasking and have the ability to structure and prioritize. You think outside the box and find solutions to problems.

- Excellent interpersonal skills.
- Good Administrative skills. (Excel, Power-point, Office)
- Self-motivated with a pro-active approach to problem solving.
- Networking is natural and something you enjoy.
- You are able to lead, execute projects and have the ability to lead others.
- You enjoy working strategically and knows that extraordinary efforts will give result.
- You are fluent in English and Swedish.
- You have a driving license.

WHEN TO START?

We look forward welcoming you as soon as possible. 40 working hours per week. Some events and activates will take part outside office hours.

LOCATION

Grev Turegatan, Stockholm

Send your application to pernilla.dehlin@managementparnters.se, 0761-199309

