

# Marketing Support Executive (Part-time)

## Company Overview:

**Nordic Homeworx** is the exclusive distributor of Kährs, a renowned Swedish flooring brand, in the United Arab Emirates. We specialise in providing high-quality, sustainable flooring solutions to residential and commercial clients across Dubai and beyond. With a commitment to excellence and a passion for delivering exceptional service, Nordic Homeworx is dedicated to enhancing living and working spaces through beautiful, durable flooring solutions.

## Position Overview:

We're looking for a positive, organised and hands-on **Marketing Support Executive** to join the Nordic Homeworx team. This role is ideal for someone who enjoys variety, is detail-oriented and likes supporting creative work with strong structure and follow-through.

You'll work closely with the Marketing Manager across day-to-day marketing execution, from admin and website updates to social media support, research and keeping our product and image libraries organised. This is a practical, hands-on support role within a small, collaborative team. While the position is part-time, some flexibility in terms of working hours is required.

## Responsibilities:

### Admin & Support

- Provide day-to-day administrative support to the Marketing Manager
- Help manage marketing trackers, timelines and basic reporting
- Support the preparation of presentations, documents and internal materials
- Assist with the coordination of marketing tasks across the team

### Website & Digital

- Support updates to the company website (currently using WordPress), including product pages, image uploads, text edits and basic content updates
- Help ensure website content is accurate, well-structured and up to date
- Assist with organising digital assets and content files

### Events

- Support marketing-related events, launches and activations
- Assist with the preparation of materials, guest lists, follow-ups and content support
- Help organise images, content and learnings post-event

### **Research and Support**

- Conduct research on competitors, trends, suppliers and inspiration as required
- Support campaign planning with background research and data gathering
- Organise and manage the image library, ensuring files are clearly named and easy to access

### **Qualifications / Requirements:**

#### **Education**

Bachelor's degree in Business, Marketing, Interior Design, or a related field (preferred but not required).

#### **Experience**

- Minimum 2 years of experience in a marketing, communications, admin or support role is preferred
- Experience working with **WordPress and/or Shopify** is an advantage but not essential
- Familiarity with working with **Apple Mac and Google Workspace** (Docs, Sheets, Slides, Drive) is a plus

#### **Skills & Competencies**

- Highly organised, structured and detail-oriented
- Positive, friendly and outgoing personality
- Strong written English, superb communication skills and high attention to detail
- Team player who enjoys supporting others and working collaboratively
- Hands-on, proactive and comfortable managing multiple tasks
- Reliable, thorough and willing to learn

#### **Why join us?**

At Nordic Homeworx, our culture is rooted in trust, care and excellence. We foster an environment where people feel empowered, supported and confident in taking ownership of their work. Respect and empathy guide how we collaborate, while a commitment to high standards drives us to consistently deliver quality and seek continuous improvement. Together, these values create a workplace where you can grow, feel inspired and build a meaningful long-term career.



#### How to apply:

Interested in joining a team where your work truly matters? Send your CV and a short cover letter to [careers@nordichomeworx.com](mailto:careers@nordichomeworx.com) and tell us why you'd be a great fit for the Marketing Support Executive role. We look forward to hearing from you!