

An exciting opportunity has arisen for a Marketing Communications Assistant to join iBidAM. Reporting to the CEO you will initiate, develop and implement marketing and communications plans to establish and meet clients goals. You will develop strategies and work closely with our team to deliver media campaigns in support of our PR and Advertising & Marketing strategy. You will seek and secure sponsorship and PR opportunities, undertake industry research and develop various marketing plans and branding opportunities.

Applicants must have a tertiary qualification in Advertising and/or marketing and demonstrate an understanding of consumer audience profiles. The ability to learn, use your ingenuity and drive to work outside the square will be looked favourably upon for promotion within the company. Abilities in Graphic design, sales and speech drafting are a bonus.

For the proposed position of Marketing Communications Assistant Responsibilities include:

- Assisting in the development and execution of all advertising & marketing campaigns
- Administration
- Supporting in the implementation of all marketing strategies
- Assist in the Marketing Manager / Director in efficiency
- Assisting in the design of flyers, brochures & customer related newsletters, etc
- Liaise with suppliers & agencies
- Support in the implementation of customer appreciation / retention programs
- Filing and general office procedures
- Diary Management
- Travel and accommodation arrangements
- Overflow reception duties

This position is on a contractual basis and applicants must be either a sole trader or have their own ABN.