

MARKETING ADMINISTRATOR

- **ASX Listed Business**
- **Circa \$35,000 + super + extensive benefits**
- **South Melbourne Location**

In a little over 25 years this business has become the market leader in its field. From humble origins it listed on the ASX in late 2000. The organisation has consistently taken advantage of new commercial opportunities which have included mergers and acquisitions.

Recent strategic initiatives have seen the company become one of the few truly integrated organisations operating in its sector.

Key to their success to date has been a talented and innovative management team and an ability to anticipate change in their main areas of operation.

This role has therefore materialised at an exciting time. Reporting to the Marketing Coordinator the duties will be wide ranging but will certainly include the following;

Providing assistance to the Sales & Marketing Department.

Assist the Marketing Assistant in the organisation of mail campaigns, invitations, Local and Interstate Product launches.

Management of the new Marketing Database - Goldmine.

Maintenance of marketing and sales inventory, monitoring quantity of promotional material for sales and marketing representatives.

Assist the Marketing Assistant in maintaining and monitoring the company web site.

General administration to include, creation of new marketing files, file maintenance and upgrades and collation of marketing collateral.

The role will require liaison with executives of varying seniority within the organisation, hence good communication skills and a professional appearance and attitude are essential to the success of this role.

To discuss this role in greater detail please contact Jon Vonk on 0439 101909 (Evenings and Weekends 03 9534 3830) email jon@vonk.com.au