



GREAT DANE

JUNIOR MARKETING ASSISTANT

POSITION TITLE: Junior Marketing Assistant (Part-time/Full-time)

REPORTS TO: Marketing Manager & Creative Director

POSITION:

- Established in Melbourne in 2002, we are a small team of furniture enthusiasts with an unbridled passion for timeless Scandinavian design. This passion and drive for great design have seen us establish an inimitable reputation for quality, service, craftsmanship and knowledge.

As part of the Great Dane Marketing team, the chosen candidate will be working closely with the Brand and Marketing Manager and Creative Director part-time based at our Melbourne showroom and office in Fitzroy. The role embraces an organised creative who is a thoughtful communicator and interested in supporting the creation of engaging content and bringing stories to life for marketing purposes. A working understanding of social media and major networks is required, as is a sense of curiosity and a “can-do” attitude.

The successful candidate will also support the CEO and Creative Director in day-to-day operations. They must be a multitasker who is able to handle many diverse projects and administration at once, enjoy a fast-paced working environment and meet tight deadlines. This is an excellent opportunity for someone looking to work in a creative environment who possesses a professional and self-motivated attitude. Organisation and time management skills with the ability to multitask would be highly regarded!

KEY RESPONSIBILITIES and OUTCOMES:

- Assistance in the management of social channels to increase brand awareness, drive traffic, and obtain leads
- Assistance in content creation - video, photography, and photo editing
- Assistance in the refinement of current content housing and systems
- Assistance in the coordination and execution of internal and external media-based communication functions. This includes, but is not limited to, website copy, newsletters and reporting
- Assistance in email newsletter creation and management
- Maintain an in-depth understanding of the business in order to establish priorities & manage expectations
- Experience in using Microsoft suite plus other IT programs such as using Share Point and project management tools
- Manage the CEO's electronic diary; booking meetings, phone calls, interviews etc.
- Answer calls & handle queries
- Prepare correspondence on the CEO and Creative Director's behalf
- Organise travel & prepare travel itineraries
- Organise internal and external meetings
- Be a confidante & handle sensitive information confidentially
- Look at creative ways to support the business

WHAT WE NEED FROM YOU:

- A passion for furniture and design
- Social media experience
- Experienced user of the Adobe Creative Suite
- Excellent communication and demonstrated writing skills
- Experience in using social media scheduling tools - such as Facebook Business Manager or Sked Social
- Strong planning and organisational skills
- Proficiency in collaboration tools like Google Drive, SharePoint
- Experience working autonomously and leading independent initiatives
- Ability to communicate ideas and content decisions effectively
- You love accuracy and have great attention to detail ensuring you meet your own high standards
- Have strong communication skills (telephone/ email/ in person)
- Have the ability to effectively coordinate daily calendars
- Coming to work with a positive and respectful approach to your colleagues and our clients
- Working collaboratively with your colleagues and enjoying being a part of the team's achievements