



MKT. COMMUNICATIONS IS SEEKING A... PA/OFFICE COORDINATOR

It's more commonly called PR, but we like to call it commercial storytelling. We're on the hunt for a dynamic and hardworking office all-rounder to join our talented team as the first point of contact for the business.

ABOUT THE ROLE

An outstanding opportunity exists for a highly motivated and organised individual to join our talented and creatively driven Mkt. team. As office coordinator/Personal Assistant you will play a vital role within the business and no day will ever be the same for this multi-tasking go getter.

Office coordinator duties range from acting as the first point of contact for all enquiries, diary management and a range of general office administration including answering phones, welcoming visitors, setting up meeting rooms, landlord and supplier liaison (couriers/printers/IT etc.), filing and more!

As PA to the two company Directors, your work will be a mix of professional (i.e. diary and email management) and some personal (i.e. hunting down the latest 'must-have' item that can't be found anywhere) - and you'll need to embrace both with the same enthusiasm! It all makes a difference to their day! The role will also include working with the broader team on some aspects of client services and project delivery. Working with our growing team, our perfect person is a forward-thinking team player who excels in a fast paced and dynamic environment, has the ability to think on their feet quickly, is confident, efficient and with meticulous attention to detail.

The Mkt. team enjoys a unique working environment. We do not pay lip service to corporate culture and have developed an engaging and truly different approach to the work-life equation. Driven by our Directors' passion for nurturing people, Mkt. is not your everyday workplace. Expect to become mindful and live a life of work/life 'collaboration'...after all, there's more to life than work, right?

We reward our team in a multitude of ways including one personal day each quarter, birthday leave day, meditation and weekly fitness session (team's choice), Mindful Monday, Wellness Wednesday (lunches delivered), Freedom Fridays (reduced working hours) as well as team building days, education and training, industry events and performance based bonuses (including our new Upgraded Life Wellness Program #mktupgradedlife).

Intrinsically passionate about sustainability, we've sought out like-minded clients and found them. Like attracts like, and we now represent a number of engaging brands with social missions. Mkt. is a certified B Corp (bcorporation.com.au) and we're committed to a world where profit does not have to compromise people or the planet.

KEY RESPONSIBILITIES

- Managing all day to day aspects of the Mkt. office so that it operates efficiently
- Answering calls and handling queries
- Director calendar/diary management
- Booking of personal appointments for Mkt. Director/s
- Managing the travel of Mkt. Director's and the broader team where required
- Maintaining company policies, procedures and new team member set up/welcome!
- Reading, monitoring and responding to e-mails and mail
- Updating client/media databases and assisting with mail outs
- Newspaper monitoring
- The proud organiser of Mkt's #upgradedlife program (i.e. arrange team outings, Wellness Wednesday activities etc.)
- Update project lists, expense codes and general team admin duties in our easy to use timesheet and HR management systems
- Handle the agency's tech needs and follow ups
- Assist the team with research across Mkt. new and prospective clients
- Assisting with invoices, expense reports and filing
- Other ad hoc tasks as required

SKILLS AND EXPERIENCE

- Minimum 3 years' experience as a Personal/Executive Assistant
- Excellent communication skills
- Highly organised and time management skills including a penchant for meticulous attention to detail
- Use good judgment and discretion on confidential matters
- Be proactive, anticipate needs of Mkt. Directors and act accordingly
- Positive attitude and approach to tasks – no matter what it may be!
- Exceptional time management
- The wearer of many hats: problem solver, multi-taster, flexible, etc
- Understand the fast-paced nature of the communications industry to better understand the team
- Ability to work with various personality types

Location: St Kilda, Melbourne

Full time/part time: Ideally four days per week/happy to discuss flexible working hours if required

Salary: To be discussed, based on experience

Skills/Experience: Proficiency in MAC and Office programs including Word, Excel, PowerPoint and Calendar

This is an outstanding opportunity for an highly organised individual to join an exciting and creative entrepreneurial environment. We love what we do and hope you will, too.

Please apply by emailing your CV and letter outlining your interest and experience to info@mktcommunications.com.au.