

Mkt. is on the hunt for a Account Manager / Senior Account Manager...

About Mkt.

We call ourselves commercial storytellers. Mkt. is a strategic marketing communications agency that's been helping local and global brands since 2006 to unearth culturally relevant stories and tell them in a commercial context.

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 #mktupgradedlife.

The role

Due to internal promotions and new client wins, we are seeking a motivated and experienced storyteller at AM or newly appointed SAM level to join our creatively driven Mkt. team. Through creative storytelling and campaign creation, this position will be a key part of a highly engaged team across a portfolio of clients in the lifestyle, FMCG, property/design, and corporate industries.

The AM/SAM will need to have five to six years of agency experience across PR, social media and content marketing with client leadership experience and will be able to:

- Act as the lead strategist and day-to-day client contact for each account, managing multiple clients and projects at the one time
- Manage in all directions (from liaising with Directors, communicating with clients to providing constant guidance and leading junior team members) to ensure everything runs smoothly, is on track and all work is completed at the highest standard
- Develop and drive strategic story-driven campaigns on time and on budget
- Possess strong relationship skills with media, bloggers, and influencers
- Be responsible for your team's finances, including planning, budgeting, managing profitability, overseeing estimates, team resourcing and time tracking, executing and budget reconciliations.
- Work closely with Mkt. Designer (visual storyteller) and Social Media team to brief in and deliver visual aspects for your clients

Skills and experience

- Outstanding writing skills – you enjoy writing and developing story ideas, press releases, pitch notes, website copy and catchy EDM headlines
- You're a pitcher - whether it's a story to media, idea to a current or future client or influencer, you relish in conveying your creativity and smarts on the phone or in person
- Detail oriented – Can spot a typo a mile away, diligent with formatting, double checks everything twice and routinely hits deadlines
- Social media savvy - Keen grasp of how to use social media (Facebook, Twitter, LinkedIn, Instagram, Pinterest, Snapchat) as a tool to create brand stories with influencers and press
- Have an entrepreneurial spirit – be passionate about our clients and their businesses, keeping up-to-date on trends, events and the next big thing (or person!) before others and identifying how to connect and amplify these with your clients
- Quick, critical and creative thinker – Enjoys coming up with new and innovative ways for brand storytelling (pitch angles, social media caption to events and brand collaborations) as well as demonstrating an ability to absorb new information and draw insightful conclusions that are relevant to your client mix

Benefits: Why you'll never want to leave?

Mkt. is a supportive, fun and inspiring workplace. Expect to become mindful and truly live the work/life 'collaboration' dream...we believe there's more to life than work and have developed a unique approach to workplace wellbeing that has been awarded both in Australia and overseas (B Corp Best for the World Workers 2016 and 2017 and Mumbrella CommsCon Awards Employer of the Year 2018).

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 popular 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.

Location:	St Kilda, Melbourne
Full time/part time:	Full time
Salary:	To be discussed, based on experience

Apply now to info@mktcommunications.com.au by emailing your CV and letter outlining your interest and experience. We look forward to hearing from you!

Mkt. Communications: Level 2, 30 Inkerman Street, St Kilda Vic 3182

Part-Time Senior Bookkeeper...

Senior Bookkeeper (Part Time) – PR Agency (St Kilda)

A successful Public Relations agency that has been operating for 12 years requires a Senior Bookkeeper with at least 5 years' experience to manage the Finance function. With excellent attention to detail, you will ideally have experience in the marcomms industry or a professional services firm. No job will be too small; here, detail is critical and standards are exceptionally high.

Salary is negotiable based on your experience and two days per week are ideal (up to a maximum of 15 hours per week from Mon to Thurs).

This 12 month maternity leave role commences in September/October (to be discussed) and will require a 2 week handover starting mid September.

Benefits: Why you'll never want to leave?

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Reporting to the owners your key functions will be:

- Financial reporting
- Staff utilisation reports
- Cashflow forecasting
- Payroll/PAYG/BAS/Super payments and reconciliations
- Job cost reporting
- Invoicing/accounts receivable/data entry
- Bank reconciliations
- Other adhoc tasks as required
- Xero experience essential
- Management reporting/financial reporting
- Harvest experience ideal not essential
- Bamboo HR experience ideal, but not necessary

Location:	St Kilda, Melbourne
Full time/part time:	Part time
Salary:	To be discussed, based on experience

If you think you have what it takes you'll have to be quick. Email your cover letter and CV to info@mktcommunications.com.au and we will be in touch.