

## Mkt. is hiring a PA/office coordinator

### About Mkt. Communications

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 don't 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 (more on this later).

### The role

Mkt. is seeking an enthusiastic, go-getter with 3+ years' office support and/or PA experience and a penchant for meticulous attention to detail to join our growing team of storytellers.

### Office Coordinator tasks

The varied responsibilities of our office coordinator mean you will be the efficient and friendly 'face' of the agency for all day-to-day operations to keep the office thriving and will be able to:

- Manage all 'front of Mkt.' tasks: i.e. answer telephone/door, team rosters, restock and tidy amenities/supplies, manage communal areas including appearance, distribute newspapers/mail, manage meeting room bookings and more
- Maintain and manage an organised and well-run office space through vendor management and coordination: property manager, IT, security, maintenance, cleaning, office supplies, couriers/post etc.
- Work alongside Mkt. leadership team to assist with matters related to HR: i.e. recruitment process including drafting of contracts, onboarding, team reviews, and ensuring relevant HR system (Bamboo HR) is always kept up to date
- Manage travel bookings and itineraries of the broader team where required, both overseas and interstate
- Implement and maintain company policies and procedures when required
- Update client databases and assist with company initiatives to clients (i.e. new client welcome gifts, Christmas etc.)
- Assist the team and bookkeeper with submitting leave requests, invoices, missing receipts, monthly finance reporting and expense reports (Harvest/XERO)
- Take charge of employee events and milestones (birthdays, anniversaries etc!) as well as our popular #mktupgradedlife program (weekly wellness activities) that has been developed by Mkt. leadership team with creativity and thoughtfulness
- Ad hoc office tasks

### Personal Assistant tasks

As PA to the two company Directors, your work will be a mix of professional and personal - and you'll need to embrace both with the same enthusiasm! You are their gate keeper and will be able to:

- Manage and facilitate Director calendar and diary management; schedules, appointments and bookings (professional and personal)
- Monitor, screen, respond to and distribute incoming Director communication (email, telephone)
- Manage professional and personal travel bookings and itineraries of the Directors where required, both overseas and interstate
- Act as the glue connecting teams on major projects involving the Director/s including coordination on goal setting, deadlines, preparing presentations etc.
- Assist with invoices/receipt entering into XERO for Directors when required
- Carry out ad hoc personal errands

## Skills and experience

- Detail oriented –can spot a typo a mile away, diligent with formatting, triple checks everything and routinely hits deadlines
- Poised — able to remain level-headed and calm in a fast-paced environment at all times
- Creative thinker and to do list champion – can adjust quickly to changing priorities and has the ability to think independently on their feet
- Proactive – Has the ability to think independently and always be one step ahead of Mkt. Directors needs and act accordingly
- Discretion — ability to always use good judgement and discretion on confidential matters (from compensation packages to performance issues) and hold yourself accountable to be a centre of trust for Mkt. Directors
- Proficient in MAC and accounting/HR programs - including Mail, Word, Excel, and PowerPoint. Ideally some Xero, Bamboo HR and Harvest knowledge an advantage
- Minimum 3 years' experience as a Personal Assistant and/or Office Manager/Administration support

## 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, an additional birthday leave day, meditation and weekly fitness session (team's choice), Meaningful Monday, Wellness Wednesday (lunches delivered), Flexi hours on top of Freedom Fridays (reduced working hours) as well as team building days, professional development programs, performance-based bonuses and our popular 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 Corporation ([bcorporation.com.au](http://bcorporation.com.au)) and we're committed to a world where profit does not have to compromise people or the planet.

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

*Please apply by emailing your CV and sharing with us why you want to work with us to [info@mktcommunications.com.au](mailto:info@mktcommunications.com.au).*