

Account Coordinator/Office Assistant PR and Communications

Full time / St. Kilda

About Mkt. Communications

Founded in 2006, Mkt. Communications is a creative PR and communications agency that collaborates with clients both locally and internationally helping them unearth their unique stories to build resilient brands in an evolving world.

We are a collective of strategic thinkers who are passionate about communications, the love of a great story and using our voices to contribute to the greater good. We are a certified B Corporation and we're committed to a world where profit does not have to compromise people or the planet.

Driven by our Directors' passion for nurturing people and wanting to truly create a different approach to the work-life equation, Mkt. is not your everyday workplace and have developed a unique approach to workplace wellbeing that has been awarded both in Australia and overseas... Enter #mktupgradedlife. COVID-19 has seen us evolve this program once again and you'll love being part of this 'joyful' experience with us.

The role – Account Coordinator/Office Assistant

Mkt. is looking for a hardworking, organised, media savvy and proactive junior all-rounder to join our creatively driven team.

This role will see you working in a collaborative environment across a variety of corporate and consumer clients giving you the chance to learn from and work alongside experienced Mkt. team members and will also include day-to-day office administration support tasks to assist with the smooth running of the business.

An overview of what the weekly tasks for this position could entail are:

- Supporting your team across your client portfolio with tasks such as AOI monitoring for clients and attending weekly WIPS/taking notes
- Conducting research for projects and campaigns
- Developing tailored media and influencer database to pitch your compelling story angles too
- Building and developing media and influencer relationships through personalised pitching approach
- Copywriting to create content for your clients. This could range from a well-thought out press release, a short and snappy Instagram post or a catchy eDM headline
- Participating in brainstorming sessions including putting forward your own creative ideas for clients
- Monitoring and reporting to track and showcase your team's success to clients
- Acting as first point of contact for all enquires i.e. answering phone calls, setting up meetings rooms and welcoming visitors
- Office administration tasks: ordering couriers and office items, organising team activities (i.e. Wellness Wednesdays lunches and fitness classes)

Skills and Experience

- Creative writing skills – you enjoy writing and developing story ideas, press releases, pitch notes, website copy and catchy EDM headlines
- Detail oriented – Can spot a typo a mile away, diligent with formatting, double checks everything twice and routinely hits deadlines
- Efficient at multitasking – you need to be able to manage several projects/tasks at the one time) and thriving in a fast-paced environment
- Have an entrepreneurial spirit – be passionate about our clients and their business, keeping up-to-date on trends in their market
- Social media savvy – Keen grasp of how to use social media (Facebook, Twitter, LinkedIn, Instagram etc.) as a tool to create brand stories with influencers and press
- Experience – Suitable for an Account Coordinator who has been in their current role for a year now and looking for a new change, or a savvy graduate with great intern experience.

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, 2017, 2018 & 2019 and Mumbrella CommsCon Awards Employer of the Year 2018).

We reward our team in a multitude of ways including an extra week's annual leave (through a combination of personal/birthday off days/company wellbeing days), Meaningful Monday, Wellness Wednesday, 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).

Location: This role will be based out of our St Kilda offices in Melbourne, however due to current COVID-19 restrictions, the Mkt. team is currently rotating on a work from home/work in the office as per Government advice. A happy balance of these two options will continue post COVID

Salary: To be discussed, based on experience

This is an outstanding opportunity for an ambitious individual to join a friendly, talented and supportive team.

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!