

Marketing Assistant

Excellent career launch pad....

Jord International is an Australian based engineering design and equipment supply company. Due to the continued sustained growth of our business operations, a vacancy for a Marketing Assistant now exists in our Sydney Head Office.

We are looking for someone who has fantastic communication skills, proficient in all aspects of Microsoft Office, willing to try things and keen to learn. You need to be able to work well autonomously and in a team, use your initiative and have a creative side. You will have the chance to be involved in all aspects of marketing, from PR, to advertising, websites and more.

Your main responsibilities include:

- Market Research
- Maintaining and improving the Jord website
- Answering general enquiry emails
- Tracking results
- Implementing promotional plans
- Sourcing promotional items
- Quarterly Jord newsletter
- Vendor Prequalification Documentation
- Organising Tradeshows/Conferences
- Case Studies
- Organising Editorials
- Advertising Design
- Database management
- Provide Administrative support to the Marketing staff.
- Collating correspondence
- And much more.....

To be successful in this role, you will possess a Marketing Degree and have a minimum 1 – 2 years experience in a similar role.

This position offers excellent progression opportunities, with the successful candidate likely to take increasing responsibility for the marketing functions of the business in time. You will be part of a friendly and down to earth team located in St Leonards.

This is a full time position, only those with Australian residency need apply.
Attractive and competitive salary for the right candidate.

Your confidence and vitality will enable you to hit the ground running in this fantastic opportunity!

Don't delay - APPLY NOW!
<http://www.jord.com.au>