

Marketing Coordinator | Ivanhoe

Part/full time | 3-5 days negotiable

Miles Real Estate is a medium sized organization with approximately 80 employees based in Ivanhoe and Rosanna. With a long-standing history in our local community, we pride ourselves on local knowledge, exceptional customer service and commitment to both our clients and employees.

At Miles Real Estate, we believe our people are our most valuable asset and all of our team are provided with training and development opportunities, plus have access to support with our Employee Assistant Program.

We now have an exciting opportunity for a Marketing Coordinator to join our close-knit team.

About the ROLE

- Develop plus publish articles, updates and graphic design content to our website for all departments
- Coordinate and manage quarterly market update videos and share content to the Miles YouTube channel
- Manage the design and preparation of our EDM newsletters or printed flyers
- Design and coordinate artwork and quotes for letterbox drops plus coordinate professional letterbox distribution
- Design and coordinate general marketing materials, including boards and flyers for properties or events as required
- Create and or manage design, artwork and orders for our branded products e.g. flyers, Miles merchandise, branded stationary, calendars, stickers and items for settlement packs plus event giveaways
- Create and manage documents, booklets and templates using our Brand Guidelines with formatting required
- Champion our Brand Guidelines plus ensure we adhere to general copywrite laws/regulations
- Monitor and maintain/improve our website functionality and performance as required
- Support staff with their digital or electronic file needs, assist with editing PDF's, templates and spreadsheets
- Create and implement seasonal campaigns with some assistance from external suppliers
- Manage the Brand Marketing strategy and events calendar, plus budget and Annual Client survey analysis
- Manage Facebook and Instagram social media content development, scheduling plus reporting
- Manage and coordinate sponsorships/promotions and foster key community relationships
- Liaise and maintain important relationships with our key external suppliers
- Manage/oversee and support all Miles community events

About YOU

- Strong general graphic design skills including Adobe Creative Suite (Photoshop, basic Illustrator and InDesign)
- Competency and great overall computer capabilities including understanding of EDM software, website content management, Microsoft Office 365 including SharePoint and Teams
- Tertiary qualification in field of Marketing /Communications (preferable but not essential)
- Proven Creative Marketing experience
- Excellent time-management and multi-tasking capabilities with emphasis on the ability to work towards and meet key deadlines
- Strong communication and organisation skills
- A high-level attention to detail with the ability to thoroughly complete all tasks
- You will be a highly motivated, professional team player with excellent communication and relationship management skills plus a proactive, can-do attitude

If this sounds like the position for you, please apply now by submitting a resume and cover letter to:

Kylie Donhardt - Email: kdonhardt@milesre.com.au