



# Marketing Administrator – Casual Work

## Antipodeans

We are on the hunt for a casual staff member to support our Marketing team over the busy January 2019 period. This role would be ideal for a recently-graduated Uni student looking for a little extra work over the summer to start building up their work experience.

**Job title:** Marketing Administration

**Reporting to:** Marketing Manager

**Salary:** Casual per hour rate

**Hours:** Casual – 3-5 days per week

**Location:** Sydney – McMahons Point

### Summary

Antipodeans run challenging overseas adventures for young people that truly shape who they become in the future. We work hand in hand with hundreds of Australian and New Zealand high schools and Universities, creating incredible international experiences for students to over 30 unique destinations around the world.

Our ethos of Leadership, Resilience and Mindfulness is central to who we are and how we go about business. We truly believe that travel is one of the most vital learning experiences a young person can have on their journey to adulthood.

We are looking for a superstar **Marketing Administrator** to join our Marketing team in January 2019 on a casual basis. A jack-of-all-trades, you will ideally have experience in social media and the Microsoft Office Suite, including Word and Excel. Experience in Adobe InDesign and Photoshop will be looked upon favourably.

Find out more about our company at: [www.antipodeans.com.au](http://www.antipodeans.com.au)

### Roles and Responsibilities

- Collating and uploading post-trip photo albums from returned school teams.
- Analysing feedback reports collected via SurveyMonkey.
- Creating post-trip feedback documents for promotional use.
- Compiling and distributing EDM (email) campaigns to returned school teams.
- Client database management using Salesforce.
- Scheduling social media content across our channels – Instagram, Facebook and LinkedIn.

## **Skills and Experience**

- Good working knowledge of Microsoft Office Suite (Word, Excel).
- Great with technology and able to pick up new software quickly and easily.
- Ideally tertiary qualified in Media / PR / Advertising / Marketing / Communications or similar.

## **Candidate summary**

- Very strong attention for detail and a positive, can-do attitude.
- Task-driven and ability to work efficiently and independently.
- Passion for travel.
- Tertiary qualified.
- Previous office or admin experience ideal.

## **Applications**

Please send a Cover Letter and Resume to:

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Head of Marketing  
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