**Marketing Administration Assistant - Pro Publishing Pty Ltd**

*A Fabulous Opportunity and Stepping Stone into the exciting world of marketing.*

Our Company is a specialist in the Publishing Industry across Australia and New Zealand, offering unmatched and expert capabilities. Combining both creativity and professionalism, we deliver fresh and relevant industry specific communications across a broad spectrum. You will be working with a vibrant and energetic team in fantastic new offices. We have a record of internal promotion, providing a great opportunity not only for career development, but to really go places!

Your natural talent will enable you to deal with our clients at all levels of seniority.

**Duties and Responsibilities**

• Assisting the Marketing Manager in all aspects of marketing and communications

• Assisting in the launch into the Canadian market

• Assisting in the Implementation of marketing campaigns

• Assisting with Public Relations

• Assisting in trade shows and events

• Liaising across departments

• Liaising with current advertisers

• Reception and administration work

**Qualification & Skill requirements**

• Qualifications in Marketing/Communications/Business

• Excellent interpersonal skills

• A strong and confident communicator (verbal and written communication skills are essential, including fluency in English

• Some clerical/admin experience

• Excellent Excel, Word and design skills

• A go-getting personality that loves a challenge

• Demonstrated interest in either marketing or publishing

Please send your resume and cover letter to [j.smith@propublish.com](mailto:j.smith@propublish.com).