

Company Details:

Contact Officer/ Workplace Supervisor	Kieran Blakemore
Position in organisation	Marketing Manager
Your Phone	0433 060 592
Your Email	kieran.blakemore@pivotel.com.au

Job Details:

Company Name	Pivotel Group
Website	www.pivotel.com.au
Office Address	75 Nerang Street, Southport QLD 4215
Company Overview	Pivotel is Australian owned and operated with unrivalled expertise in remote communications, supporting more than 60,000 Australians and New Zealanders who travel or operate outside of mobile coverage.
Employment Type	Internship <ul style="list-style-type: none"> • Internship • Work Experience • Graduate position • Paid casual/part time/full time
Job Title	Marketing Assistant Intern
Role and Duties	The role of the marketing assistant intern includes assisting our marketing team with: <ul style="list-style-type: none"> • Creating and developing customer centric content • Assist our marketing team in implementing marketing and advertising campaigns; preparing marketing and advertising strategies, plans, and objectives; planning and organizing promotional presentations within budgets • Social media – assisting and strategizing in putting together social media plans and researching material • Assisting with responding to customer enquiries through applicable means (S/Media, feedback, email) • Undertaking project work as required to support business improvement
Selection Criteria	<ul style="list-style-type: none"> • Ability to work autonomously on projects • Be accurate with good attention to detail • Think outside the box and suggest better ways of doing things • Sound knowledge/experience Microsoft Office Suite • Good time management/ability to meet deadlines

	<ul style="list-style-type: none">• Work as part of a wider team• Good written communication skills
Software / Program knowledge	Microsoft Office Suite, understanding of Adobe Creative Cloud applications including InDesign, Illustrator, Photoshop.
Other special requirements	The ability to work autonomously and to understand the bigger picture.
Position time frame	Flexible
Hours per week	Flexible
Paid/Unpaid	Unpaid

