

Company Details:

Contact Officer/ Workplace Supervisor	Jacob Banks
Position in organisation	Co-Founder
Your Phone	1 300 523 787
Your Email	jacob@service.com.au

Job Details:

Company Name	Service.com.au
Website	www.service.com.au
Office Address	Surfers Paradise
Company Overview	Are you looking to work in a fast-paced environment? Service.com.au is seeking a motivated individual passionate about digital marketing to help execute on a digital marketing strategy. This role sits within a small, yet dynamic team based here on the Gold Coast.
Employment Type	Internship
Job Title	Digital Marketing and Social Media Co-ordinator
Role and Duties	<ul style="list-style-type: none"> * Proofreading, scheduling and publishing some blog articles on our site. * Work alongside the team to create, schedule and send email marketing campaigns via Mailchimp. * Manage and publish some of our content to all social media (Facebook, Instagram, Twitter Linked-in), plan and schedule advertising campaigns through social as well as engaging with our followers and communities. * Help reach out to influencers for shout outs of our product. * Copywriting for social media captions, business descriptions and emails. * Basic graphic design skills with Canva or photoshop. * Helping to conduct industry research, discovering areas of growth or opportunities for marketing. * Monitoring, analysing and optimising campaign performance, especially regarding lead generation.
Selection Criteria	<ul style="list-style-type: none"> * Some Experience in Digital Marketing * High level of analytical skill, and attention to detail * Great written and verbal communication skills and the ability to clearly communicate technical information * Enthusiasm for the digital marketing spaces, and some knowledge of SEO, Google AdWords, Google Analytics, Google Drive, Facebook Business Manager, Mailchimp, Canva and photoshop * Ability to multitask, plan well, organise and designate time for projects
Position time frame	Flexible based on the requirements of the education provider



