Media Merchants

Digital Coordinator / Full Time / Paid
Sydney NSW AU

https://www.mediamerchants.com.au

We are a Full Service National Advertising Agency looking for an exceptionally motivated Digital Coordinator to join our Sydney office, working as an integral member of the Digital Team.

Role Details

We are a Full Service National Advertising Agency looking for an exceptionally motivated Digital Coordinator to join our Sydney office, working as an integral member of the Digital Team. Reporting directly to the Head of Digital and working alongside an array of Digital industry talent, this position offers fast paced agency experience across a wide range of nationally & internationally recognised brands and retailers, project & industry guidance, opportunity for career growth, and a culturally supportive and fun work environment.

As our Digital Coordinator, your primary responsibilities will be the efficient and quality-driven coordination, management and execution of a range of digital tasks & projects, in addition to providing support and assisting with the successful delivery of ongoing digital solutions across the Digital Department. Ranging from small to larger scopes over time, projects will be integrated digital client campaigns, or entirely digitally focused project work.
The ideal candidate will have a strong breadth of digital knowledge with 1-3 years experience in a similar role. You are reliable, resilient and driven to succeed based on the vision and direction of the company. Above average communication and presentation skills are a must, and competency in Adobe Creative Suite will be highly regarded. This role suits

someone with a positive attitude who shows enthusiasm for their work and takes pride in what they do.

Your eagerness to learn, keen attention to detail & direction, scrupulous organisation, responsible project ownership, and meticulous planning abilities are all crucial to your success in this role.

Our team is friendly, supportive and professional and we are looking for someone who is as comfortable collaborating with the team as they are working autonomously on their projects.

Skill/Attributes Required

Key Responsibilities:

● Coordinating digital projects throughout lifecycle, including delegation of briefs, design, development, revision / feedback implementation, quality control testing & analytics reporting
● Scheduling and management of weekly Marketing Email Campaigns, Landing Pages, Banners, and / or Microsites
● Management, interpretation and segmentation of electronic mailing list databases
● Handling and management of website assets (images, icons, logos, banners, gifs, videos)
● Development of content and the regular updating of websites (WordPress), including new site builds and implementing changes to maximise
UX and lead generation
● Liaising with external suppliers for further project development, optimisation or to resolve website issues
● Effectively working with other departments & personnel within the business to achieve project goals
● Documentation of processes for department knowledge base
● Proactively reassessing current processes and making recommendations for improvement
● Being mindful of basic privacy & security protocols within

all projects
● Attending & actively contributing to weekly department meetings to ensure project timelines & schedules are met
● Keeping up to date with the latest & relevant digital trends and technology

Required Skills / Experience:

● Practical CMS Experience (preferrably WordPress or Magento)
● Strong MS Office skills
● Strong, clear verbal and written communication skills
● Excellent time management skills
● Ability to multitask, juggling multiple deadlines
● Self-motivated with a positive attitude
● Flexible and ability to adapt quickly to different situations
● Strong ethics and credibility with a high degree of integrity

Desirable Skills / Experience (non-essential, but favourably considered):

● Experience in execution of Email Campaigns
● Adobe Suite – notably, InDesign, Photoshop, Dreamweaver, Illustrator, or After Effects
● Sketch
● Email Marketing Platforms like MailChimp, Campaign Monitor, Bronto, or Vision 6
● Email Testing Tools like Litmus or Email on Acid
● Google Analytics / Google Tag Manager
● FTP clients
● Accounting & invoicing software
● Website Testing & Bug Tagging tools
● eCommerce Sites
● Basic understanding of HTML, CSS, PHP
● SEO best practices and techniques

Apply/Respond by:

02/04/2019

Send: CV/Resume

Must have full Australian Working Rights; No Working Visas will be offered unfortunately

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https://www.shillingtoneducation.com/blog/media-merchants/