## Position Description

**Role Title**: Marketing Assistant  
**Department**: Corporate Services  
**Reports To**: Senior Marketing Coordinator  
**Employment Status**: Permanent Full-time  
**Direct Reports**: Nil  
**Liaises with Externally**: Key business partners including creative and digital agencies, Suppliers  
**Essential Qualifications and Experience**: At least one year’s previous experience working within an office environment or administration role.  
**Preferred Qualifications and Experience**: Currently completing or completed tertiary qualification in Marketing, Communications or a similar discipline.  

### Purpose of the Position

Working collaboratively within the Marketing, Communications and Events team, the Marketing Assistant is responsible for administrative support to the team across a range of areas.

### Knowledge

- Minimum 1 years’ experience in an office environment or administrative role.

### Skills

- IT savvy with advanced computer skills in the Microsoft office suite
- Demonstrable high level of verbal and written communication skills, strong interpersonal communication skills, with the ability to present in a highly polished and professional manner.
- Exceptional organisational and general administration skills, demonstrating high attention to detail.

### Abilities

- Ability to present in a highly polished and professional manner
- Ability to adapt to change
- Enthusiastic, proactive and response to customer needs
- Commitment to teamwork

### Organisation Competencies - CSQ Way

<table>
<thead>
<tr>
<th>Competency</th>
<th>Role Outputs Required</th>
</tr>
</thead>
</table>
| Shapes the Future  
*Sets CSQ up for future success* | Pro-active in managing self well through change, and remains focused on improving existing work practices and delivering team objectives. |
**Results Driven**  
*Focuses on achieving results both in the long and short term.*

Motivates self to effectively work across multiple tasks to execute team objectives.

**Leads Self and Others**  
*Manages self and others to support a constructive culture*

Utilises strengths, and identifies opportunities for self and team improvements in order to deliver CSQ plans in a constructive manner.

**Customer Focus**  
*Carries out activities with the customer in mind.*

Delivers high level customer service, and processes tasks in accordance with CSQ processes and systems.

**Relationship Builder**  
*Builds sustainable professional relationships.*

Emotionally intelligent and works towards effective relationships by being reliable and generous with others, and respectful of diversity.

---

## GOALS FOR THE ROLE

### KEY ACCOUNTABILITIES

#### Marketing and Communication Support
- Build collaborative relationships to provide high quality marketing and communication services to the Marketing, Communication and Events team and other CSQ teams. Exercise friendly active listening skills, and deliver exceptional customer service.
- Assist with the collation and dissemination of internal and external communication and maintenance of internal communication channels.

#### Digital and Social Media
- Support CSQ’s digital media presence by uploading and editing content as required, monitoring CSQ’s social media presence, responding to customer enquiries, and promoting CSQ through digital channels.
- Maintain website and content, proactively ensuring information is up to date.

#### Events
- Assist the Senior Events and Sponsorships Coordinator with the day to day operations of events.
- Represent CSQ when required at internal and external industry events.

#### General
- Coordinate travel
- Manage Trello collaborative workflow space and assist with Marketing Diary management
- Handle invoices to be paid and credit card authority forms

---

“A skilled workforce that meets the evolving needs of Queensland’s Building and Construction industry”

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the Business.

---

Employee Name _______________________ Signature _____________________ Date _________

Manager Name _______________________ Signature _____________________ Date _________