

Position title: Marketing & PR Coordinator, Property

We are Melbourne's Leader in Niche Industrial Solution Spaces. With over 30 years experience, 20 projects and \$600 Million worth of projects, Sector is one of the most prominent development companies in Melbourne. Our purpose is to create and deliver smart, innovative solutions to spaces that inspire better ways to work, store and play. You will be joining a small, happy and passionate team of young professionals who have a great consultant team behind them. We are located overlooking the Yarra River in Port Melbourne, with excellent access to major arterials, tram and bus services and local amenities, however, there is no need as there is free access to 24/7 underground parking!

We are looking for an energetic team member to assist in driving all aspects of our marketing and PR. The potential candidate must have a clear passion for marketing and property, with strong project and time management skills.

This position is 3 days a week in our office at Port Melbourne, with a view to grow into a full time role.

Ideally would suit a student in 3rd or 4th year of a property related degree.

Scope:

- Work closely with Sector Team to create solid marketing strategies for Sector Property Group and our individual developments, and drive their implementation.
 - Marketing and PR WIPs management and supplier liaison.
 - Idea / story creation for social media and management of Digital Content Creator to put these in place. (LinkedIn, Facebook and Instagram).
 - Creation and implementation of regular investor updates.
 - Assist in putting together electronic direct mail (EDM's) marketing (MailChimp).
 - Work with Digital Content Creator to maintain and update all website content (Wordpress and Wix).
 - Coordinate content for Graphic designer
 - Coordinate content for PR
 - Organising of events (ribbon cuttings / development launches / team building)
- Provide support for and have regular communication with Sector Managers and Director.

Requirements:

- Strong time and project management skills
- Strong knowledge of social media platforms and online marketing
- Excellent knowledge of MS Office - experience of MS Teams, Sharepoint, Wix, Wordpress, Mailchimp desirable
- Ability to quickly pick up new software essential
- Highly organised as there may be many tasks at one time
- Strong written communication skills
- Current drivers licence and reliable car will be required to enable you to attend site visits.

Please send your CV and cover letter to thomasp@sectorproperty.com.

Residency requirements Australian Citizens and Permanent Residents only (Inc. New Zealand Citizens)

Please email your CV and Cover Letter to tom@sectorproperty.com