

## Marketing Co-ordinator – Part-time

Number of positions: 1

Location: Brisbane, Australia

Type of Role: Part-time / Casual working (Must be able to work on a Tuesday and Wednesday)

Rate: Negotiated on skill set and experience (approx \$50-55Kp.a. pro rata)

Start date: ASAP

Oniqua is a world leader in Asset Performance Management software and services. Oniqua provides solutions to large, blue-chip, asset intensive enterprises around the world. These solutions rapidly and sustainably deliver improved asset performance by focusing on enhancing plant maintenance, inventory management, procurement and master data functions.

Reporting to the Marketing & Communications Manager, you will have the responsibility for managing and maintaining the data in our Contact Relationship Management (CRM) system, performing internet-based marketing research to build marketing intelligence for the Oniqua group, run email campaigns and client communications, organise events, and assist in web site maintenance.

Applicants must be able to work on a Tuesday and Wednesday. It would be ideal that the applicant have 3-5yrs industry experience. Applicants that cannot meet these requirements need not apply.

### Role Description

#### Marketing

- CRM Database Data Entry
- Maintain Customer Records
- Web-based market research
- eNewsletter subscription maintenance
- Event organisation
- Improve customer service levels
- Email campaign management
- Website updates and maintenance

### Selection Criteria - Primary

- Data entry skills
- Event organisation experience
- Electronic email campaign experience
- MS Outlook/MS Word / MS Excel experience necessary
- Ability to work independently and as part of a team
- Web maintenance experience
- Attention to detail and diligence
- Excellent organizational and prioritizing skills
- Excellent Time Management
- Outstanding communication skills

End