

ADVERT – MARKETING ASSISTANT

- Dynamic team environment
- Exciting projects across Australia and China
- Breadth of marketing and communication activities and events

If you love social media (particularly wechat!), enjoy writing, and thinking outside the box, this role is for you!

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creating great places

We are now recruiting for a Marketing Assistant that will offer the right candidate an exciting opportunity to be part of an innovative and growing team, working across Australia, China, and South East Asia. This role will support the coordination of Place Design Group's marketing and communications requirements. The candidate will need to have on the ground experience in communications, copy writing, event coordination, and social media management – including we-chat.

The role will include duties such as:

- Coordinate social media and online channels and messaging
- Support the creation of media releases and media communications
- Coordinate and update media and stakeholder databases and relationships
- Support the development of marketing collateral
- Support internal communications
- Event coordination assistance
- Support the development of award submissions
- Support the coordination of sponsorships and partnerships
- Assist in the development of marketing reporting

Experience:

- Experience in similar communications/ public relations role
- Digital experience – social media and online
- WeChat experience across China market
- High level written and verbal communication skills
- Bilingual in English and Mandarin
- Experienced and working knowledge of Adobe InDesign and Photoshop

What's in it for you!

- Wellness and Culture Program
- Mind break Ping Pong sessions
- Weekly fresh fruit and monthly birthday celebrations
- Trendy design office right smack bang in the middle of the desirable James Street.
- Endless shopping, restaurant, café options for your lunch break, not to mention the best coffee to start your morning off the right way.
- River walks a short stroll away
- We are a dog friendly office, so you'll get to meet some of our regular furry friends.
- Ability to promote some of Australia and China's most attractive and sort after projects.

Who We Are:

As an international leading planning and design firm Place Design Group is celebrating its 20th anniversary in 2021! With teams across Australia, China and South East Asia, we continue to be instrumental in some of the most exciting and dynamic projects across these regions, including Sydney's [futurestreet](#), Gold Coast's [The Spit](#) Masterplan, Sunshine Coast's Domic and Brisbane's [Waterfront](#).

How To Apply:

Are you the one for us? If so we would love to hear from you. Please submit your cover letter and CV to careers@placedesigngroup.com.