

Communicate well in writing + orally  
 Good listening skills  
 Confident addressing large groups  
 Can get ideas across clearly + effectively  
 Graphic design skills  
 Analytical skills + attention to detail  
 Accurate + precise  
 Cash handling skills  
 Able to manage a team effectively  
 Able to motivate + direct  
 Efficient + accurate data entry + management skills  
 Event planning + management skills  
 Microsoft office Excel etc. skills  
 Research skills  
 Database use  
 Able to build + maintain databases  
 Cultural awareness  
 Able to communicate with people of various backgrounds + cultures  
 Customer service skills  
 Punctual + responsible  
 Good @ time management  
 Organised + efficient  
 Design + fine arts skills  
 Merchandising + store management skills  
 Professional presentation + demeanour  
 Flexible + good under pressure  
 Work well in a team  
 Able to work independently + self-manage  
 Problem-solving - able to think laterally to solve problems  
 Creative mind  
 Innovative

Communication  
 Tech Skills  
 Analysis/Prob Solv  
 Teamwork/leader  
 Organisation  
 Professionalism

Me Jobs > Marketing, media & communications > Marketing assistant/ coordinator  
 Listing #: 356469497

## Marketing and Communications Coordinator

Company: Motor Trade Association (MTA)  
 Location: Wellington, Wellington  
 Type: Full time, Permanent  
 Date: Mon, 21 Feb  
 Job reference #: 12345

We are looking for an energetic and passionate individual who has the skills to contribute to the Motor Trade Association's (MTA) efforts to remain New Zealand's leading trade organisation. Reporting to the Web and Communications Manager, you will be part of the wider Marketing and Communications Team in a broad and busy role. The successful candidate will be required to possess excellent writing, grammar and proof reading skills, with a sound understanding of marketing and communication principles. Proficiency in web technologies and MS Office applications are essential along with a good understanding of electronic media, ie preparing e-newsletters and editing online content. The successful candidate will get involved in wide range of marketing and communication activities such as writing communications plans, media relations and preparing marketing material, ie brochures and fliers. Some design experience or flair would be favourable but is not essential.

The successful candidate will also need to be self motivated, results orientated and have strong attention to detail. They will also need to have the ability to think outside the square and come up with innovative solutions and ideas with an attitude where no task is too big or small. An outgoing personality, with a sense of humour, and who likes getting involved would be the right fit for our culture.

The ideal candidate will either hold a tertiary level qualification in marketing/communications or have experience in a similar role.

The key accountabilities of the role include:

- External and internal communications
- E-newsletter preparation
- Website administration
- Marketing activities

In return, we will offer a competitive salary and excellent training, and development opportunities. We will also provide you with a fantastic working environment alongside a team of friendly and dynamic individuals. Located at the bottom end of Taranaki Street in Wellington, our offices are in good proximity to the working end of the city in one direction, and the CBD in the other.

To obtain a copy of the full position description or to register your interest please email Jessica Ross-Smith Human Resources Advisor on jess.ross-smith@mta.org.nz

Applications close on Monday 7 March 2011.

Applicants for this position should have NZ residency or a valid NZ work permit.

## Skills Profile

### Communication Skills

- Written and oral communication
- Confident addressing large groups
- Communicate information and ideas clearly and effectively
- Able to communicate with people of various backgrounds and cultures

### Technical Expertise

- Microsoft Office Applications
- Website design using Adobe Dreamweaver
- Graphic design skills, training and experience
- Design and fine arts background

### Organisation and Time Management

- Effective time-management skills
- Able to work independently and self-manage
- Organised and efficient
- Flexible and good under pressure
- Event planning and management skills

### Problem Solving and Precision

- Analytical – high levels of precision and attention to detail
- Able to think creatively to come up with innovative solutions
- Accurate and precise
- Research skills

### Teamwork and Attitude

- Work well in a team
- Sociable
- Bubbly and energetic