

Communicate well in writing + orally
Good listening skills
Confident addressing large groups
Can get ideas across clearly + effectively
Creative 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

Practical + responsible
Good @ time management
Organised + efficient

Design + fine arts skills
Merchandising + store management skills
Professional presentation + demeanour

Flexible + good under pressure
Works 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
Start 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.