

Position Description

Title – Marketing & Events Coordinator (Junior Position)

This is a multi-tasking role within our Marketing Team. The role would suit someone with a vibrant and creative personality who will put our brand on a growth trajectory. In this fast paced and challenging role your primary objective will be the coordination and planning of all marketing events and activities to support our national and international expansion.

Company Profile

AIBTGlobal is a private vocational education provider delivering over 90 different Australian qualifications to international students from over 70 countries. AIBTGlobal has 2 main types of international students – one looking towards academic pathways to universities, and the other interested in vocational training to gain a skill and be job ready. Within Australia we have state-of-the-art campuses in Brisbane, Sydney and Hobart, as well as two signature Training Restaurants, two Engineering Workshops and an international campus in Singapore.

Currently, we deliver our training across 8 main faculties:

- Branson School of Business
- Diana School of Community Services
- Ace Aviation Aerospace Academy
- Bespoke School of Grammar
- Ada School of IT
- Sheldon School of Hospitality
- Edison School of Tech Sciences
- Fauchard School of Dental Sciences

Established in 2015, AIBTGlobal today has recruited over 4000 international students. The business has transitioned from a small training institute to a reputed and culturally diverse organisation in Australia. To continue riding on to our success story, we require a Marketing and Events Assistant to continue to position us in the market. You will be responsible for assisting in our marketing team to help deliver overall growth and long-term sustainability.

Supervisor: Group Marketing Officer

Key responsibilities:

- Apply a hands-on creative approach to event planning and execution.
- Facilitate site inspections of venues.
- Organise events such as Student Orientations, Campus Open Day, Study Tours, Staff Functions, CSR Events and International Global Conference.
- Following up with clients regarding invoices and function deposits according to their payment schedules.

- Provide onsite support such as assisting with event bump in and out and any other ad-hoc duties to ensure events are delivered flawlessly.
- Analyse previous years and suggest improvements accordingly.
- Maintain show cost/sales reporting and complete run sheets on all event and function activity.
- Confident dealing with basic finance and administration.
- Post show reporting.
- Other Marketing and Events related work assigned by Group Marketing Officer.

Other Preferred Skills (not essential but highly regarded)

Administration

Experience in Administrative duties such as scheduling meetings and appointments, taking notes and minutes in meetings and provide administrative support within the Marketing Team.

Videography Skills

Experience in Videography, keeping up with the latest trends and technology and ability to produce epic video content from the planning stages right through to the finished product.

Photography Skills

Experience in producing creative lifestyle and scenic photographs, editing them to a high standard for use in print & online media.

Adobe Creative Suite Experience

Experience in working with Photoshop, Adobe Illustrator, In Design, Premiere Pro & After Effects.

Required experience/academic background

Academic requirement	Required abilities and skills
<p>Bachelor's degree or above from business related majors. Preferable: Business, Marketing or Events qualification.</p>	<ul style="list-style-type: none"> - No required working experience - Basic computer skills - Proficient English skills (IELTS 7.0 minimum or equivalent) - Demonstrate high-level communication skills, both written and verbal, including the ability to interact effectively and respectfully with people from differing backgrounds and levels of authority - Word, Excel, Outlook, PowerPoint, - Excellent time management skills with ability to multitask - Ability to grasp new concepts easily - Strong attention to detail - Ability to work autonomously and in a team environment - Be able to work a flexible roster - Be able to attend team meetings, events and functions