

Search Results Title:

PA to MD – Sydney

Short description:

Highly organised, presentable and engaging PA required for fast paced digital media industry role, supporting MD and providing sales/marketing support.

About Us:

3d interactive (3di) [a wholly owned subsidiary of **ASX:QXQ**] is an interactive advertising sales network that provides sales representation for a network of Australasia's premier permissioned databases and digital media properties, to advertising agencies and their clients.

We are a team of specialist sales people who passionately believe the future of advertising is in mediums which provide interactivity between a brand and consumer. The centre of our experience is data marketing, marketing to consumers via data available to us through permissioned databases and traditional direct marketing data.

The role:

This role is a pivotal position within a dynamic, fast paced, highly professional sales environment. No two days are the same, so we need a highly organised professional PA. Supporting the MD will be a key part of the role and some office management is a requirement in our city fringe location. You must be passionate about the internet and all aspects of communications in this industry.

More details: www.3dinteractive.com.au

Your responsibilities will include:

Personal Assistance

- Diary/email management
- Travel bookings
- General ad-hoc admin duties as required (draft correspondence, minute taking, PowerPoint presentations)
- Liaison for Company Directors and Executives within Q Ltd Head Office and subsidiaries whilst in Sydney
- Event management for all local company functions
- Point of contact for IT support for 3di sales team
- Point of contact as building management coordinator (50+ staff) – liaise with building manager, other PA staff in building, key office suppliers

Sales / Marketing –

- Management of marketing /sales collateral / website / SEO / SEM / PR for 3d interactive
- Salesforce.com (CRM) administrator for Q Ltd, includes customising databases for Q Ltd subsidiaries, data management and updates
- Admin support for Sales Team (30+ staff)

You are:

- Highly organised
- Presentable and engaging
- Live within the role, and outside of any square
- Able to multi-task with ease
- Passionate about working within advertising, specifically the digital media industry
- Highly motivated and committed
- A team player
- A problem solver

You have:

- 5 years relevant experience within sales and marketing / advertising environment
- Worked as a PA/EA before
- Tertiary level education qualifications
- Excellent communication skills – written and verbal
- Access to all internet based communication tools – social media etc
- Advanced skills in Microsoft Outlook, Word, Powerpoint, Excel and CRM (salesforce.com)

If you have the skills and experience we are looking for, we'd like to hear from you.

Proposed salary is at market rate and based on experience.

Please send cvs to:

amy.mckenzie@3dinteractive.com.au