

MARKETING ASSISTANT

OVERVIEW

If you love business and marketing, and wishing you had a job that utilised your skills and passions, you might be the person we are looking for.

My Christmas operate an e-commerce business as well as seasonal Christmas retail store based in Surrey Hills, Melbourne. We pride ourselves on providing unique products as well as exceptional customer service.

We are always innovating and work hard to exceed the expectations of our customer. We have been a finalist in the Australian Retailers Association "Independent Retailer of the Year" and the Gift and Homeware Associations "Retailer of the Year". Our marketing and customer service initiatives are our core strength.

This year we have a number of new initiatives planned and are looking for a permanent member of the team to help make these a reality.

THE ROLE...

This role is a mix of work-from-home as well as in-person collaboration, and the mix is flexible depending on the candidate found. This is a part time position that reports directly to our founder, while also working closely with other members of the team. There may be occasional work outside of regular hours, including week-end, however for most of the year this job can be worked between 9-3.

As a seasonal business we need staff to be available from October - December. The business slows down in January, so there would be a minimum of 2 weeks compulsory paid holidays during January. It may also be possible to offer up to 2 additional weeks of unpaid leave (beyond the regular 4 weeks leave) if the successful candidate wanted time off for school holidays.

Essential skills

- digital marketing experience (including producing engaging content for newsletters and social media)
- strong administration experience
- proficiency in word and spreadsheet programs (we use Apple, but MS Office suite experience will be fine)
- a back ground in retail and/or marketing

Desirable skills

- photography and video skills
- relevant tertiary qualification (marketing, public relations, journalism, media)
- digital advertising
- email marketing (Mailchimp)
- visual design experience (photoshop)
- project management skills using Asana
- have a love of Christmas and interior/creative design.

Key Tasks

- assist with the implementation of the marketing strategy
- help create and manage social content
- work on aspects of the website, ranging from report creation, to assisting with product descriptions
- Prepare or work with our contractor preparing imaging for website
- Communicate with customers and update them on orders as required
- assisting with marketing report preparation

Administrative Duties:

As we are a small team there may be some general administrative duties (such as entering some invoices, or responding to customer enquiries).

This position is for a person who:

- loves business, and loves working on new initiatives and finding creating and new ways to operate in the retail/e-commerce space. You may be a person who loves a business pod cast, or reading a business book/magazine.
- works well with other people and can build rapport quickly with both team members, suppliers and customers
- has great attention to detail and can stay on task
- takes the reins and get's the job done
- can handle direct feedback
- can juggle lots of moving pieces while staying connected.
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APPLICATION INSTRUCTIONS

We're so excited about where we're headed and look forward to hearing from you if you think you've got what we're looking for. If you would like to be considered for the role please respond to nicole@mychristmas.com.au by Thursday 18th April with the following information:

- Take your personality assessment here: www.16personalities.com
- Email us with:
 - Your results from the assessment
 - Your resume
 - 2-3 sentences on why we should hire you.

Then what

We will respond to all application, and where a person may be suitable we will arrange an interview.