



## Marketing Coordinator

- **Fast Growing Dynamic Company**
- **Based in Sydney's North**
- **Close to Transport and Parking**

### The Company

Baseplan Software is a well established, best of breed ERP software company with a high profile in the Hire and Rental Industry.

Due to recent growth and product development, we are looking to expand our marketing team. Baseplan is looking to add an experienced, proactive Marketing Coordinator to our Sydney team. Reporting to the Marketing Manager, you will be assisting with the organisation of the upcoming trade show, new campaigns and development of upcoming products.

### The Position

As the Marketing Coordinator, your primary responsibility will be to support the Marketing Manager. To do so you will be required to assist with all aspects of marketing campaigns, trade show organisation, CRM database management, create and publish e-newsletters, manage inventory of information pack contents and promotional merchandise, minor PA duties and general Account Management.

### Requirements

- You must have excellent communication skills (both written and verbal).
- You must have strong previous customer service experience and have no problem conversing with clients.
- You must have the ability to operate independently as well as in a team
- You must show initiative and have a good attention to detail.
- You must have a high degree of organisational skills with the ability to juggle multiple tasks.
- You must have good Microsoft Word, Excel, Publisher skills and some knowledge of artwork files.
- You must be reliable.
- You must be professional in your appearance and work ethic.
- Previous experience in the IT or Hire and Rental industry is desirable.

The position is based at our Sydney Head Office in Thornleigh which is close to rail and has free undercover parking.

Check our web site: [www.baseplan.com](http://www.baseplan.com) for further information about our company.

To be eligible to apply for this position you must have an appropriate Australian or New Zealand work visa.

To discuss this position further please send your CV with an application letter to [careers@baseplan.com](mailto:careers@baseplan.com).

