

Junior Marketing Executive, Sydney

Key Responsibilities

- Implement marketing and advertising campaigns by assembling and analysing sales forecasts, preparing marketing and advertising strategies, plans and objectives, planning and organizing promotional presentations
- Prepare marketing reports by collecting, analysing and summarising sales data
- Support sales staff by providing sales data, market trends, forecasts, account analysis, new product information: relaying customer services requests
- Plan meetings and trade shows by identifying , assembling and coordinating requirements, establishing contacts, developing schedules and assignments, coordinating mailing lists
- Maintain good relationship with Architects and Specifiers and hence promoting the products

Requirements

Minimum 1-2 years of experience in marketing or similar position.