



Connecting people with property

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CURRENT JOB OPENING – MARKETING ASSISTANT

9 MONTH MATERNITY LEAVE CONTRACT

OUR STORY

Who will you be working for?

Located in the heart of the city, TGC is the largest privately owned commercial real estate agency in the Sydney CBD and City Fringe. We're a team of experienced and dedicated specialists who are committed to connecting people with property and providing service that is second to none.

THE ROLE

Who are we looking for?

We're looking for a creative and enthusiastic marketing assistant to join our team on an initial 9-month contract (maternity leave cover).

YOUR RESPONSIBILITIES

What will the role encompass?

- ✓ Support the Marketing Manager in the evolution of the TGC marketing, communications and brand strategy, including campaign coordination, execution and analysis
- ✓ Coordinate production and manage copywriting of marketing materials, (including brochures, flyers, direct mail, advertisements, email newsletters, new business submissions and website content)
- ✓ Manage all inbound phone, website and chat enquiries
- ✓ Data entry and tracking of sales and leasing enquiries into the Salesforce CRM system
- ✓ Support with the development and upload of website content including identifying content opportunities for the TGC blog
- ✓ Maintain quality of TGC website property listings and online directory listings
- ✓ Act as the community manager for dedicated TGC social media channels including creation of posts and content
- ✓ Assist in event coordination as necessary
- ✓ Provide ad hoc marketing and admin assistance to other businesses in the group as required

YOUR SKILLS

What does it take to succeed in this role?

- ✓ Tertiary qualified in business, marketing or related discipline
- ✓ Minimum 1-2 years marketing experience
- ✓ Outstanding verbal and written communication skills with demonstrated experience in writing engaging content
- ✓ Advanced skills in MS Office Suite
- ✓ Experience with social media platforms and community management
- ✓ Understanding of digital marketing and email broadcast platforms
- ✓ Strong problem-solving ability and creative thinking skills



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- ✓ High attention to detail
- ✓ Ability to learn quickly and be adaptable
- ✓ A kind, helpful and personable nature, and general 'can-do' attitude

Highly regarded skills

- ✓ Experience using Adobe Creative Suite and an appreciation for good design
- ✓ Experience with Salesforce or another CRM tool
- ✓ Knowledge of SEO and SEM techniques
- ✓ Experience working with a CMS (WordPress)

WHAT WE OFFER

Why work for us?

At TGC we believe our people are our most important asset.

Unlike some of the larger commercial agencies where you are just a number, we take a more personal approach. We treat our staff like family and promote a safe and flexible working environment. We also give you the right amount of leadership and autonomy, so you can spread your wings and succeed

Sure, getting the job done is important, but we want you to have fun while you're doing it. We also want to make sure you have a great work-life balance, so you can still enjoy the things you love to do away from work.

ARE YOU READY FOR THE CHALLENGE? IF SO, APPLY NOW!

Apply now by sending your CV and cover letter to nicolee@tgc.com.au or for more information call Nicole Ender on 8267 6911