



MARKETING COORDINATOR

PERMANENT FULL-TIME

ABOUT THE NRA COLLABORATIVE

The NRA Collaborative is an eminent multi-award winning international architectural and interior design practice. We have an extensive and unrivalled portfolio. With experience gained from a wide range of successfully completed projects and are recognised as leaders in delivering creative commercially sound design solutions.

Noel Robinson is a multiple award-winning architect who leads a team of exceptional architects and interior designers in The NRA Collaborative's head office in Brisbane. We also have offices in Sydney and Hong Kong, and have delivered outstanding projects across Australia, the Middle East, Asia and the Pacific.

We bring a powerful team of architects as the best in the industry who deliver innovative and reliable solutions to our valued clients through all phases of master planning and architectural projects. The NRA Collaborative adds value to each individual project through years of experience and understanding in a variety of disciplines including high rise, mid-rise, hotels, apartments, education, commercial, retail, cultural and luxury homes.

ABOUT THE POSITION

This position is suitable for an all-rounder, and includes aspects of marketing, visual and graphic design, event management and website maintenance. You will possess a creative flair for making business development information exciting and engaging and ensure that all materials are cohesive with the brand guidelines.

You will require an enthusiastic, mature and co-operative attitude to help our experienced architects fulfil their potential, manage the company website, develop the corporate branding, win new project work, update social media platforms, whilst being part of a highly personable team that is continually striving towards creative leadership within the industry.

KEY RESPONSIBILITIES

- Design, co-ordination and maintenance of all company promotional and brand material
- Website design and maintenance
- Social media management (LinkedIn, Facebook, Instagram etc.)
- Preparing and monitoring tenders and capability marketing submissions
- Assist in developing marketing and communication plans, briefs and new strategies

- Creation of e-newsletters, brochures, blog writing and presentation slides
- Event management and general public relations duties
- General administration/PA skills may be called upon – eg. Fast typing skills, good people skills, phone manner, filing & archiving etc.

QUALIFICATIONS

- Tertiary Accreditation in Marketing or related study

SELECTION CRITERIA

- Minimum of 1-2 years' experience in similar marketing role
- Strong Adobe Suite capabilities (InDesign/Photoshop/Illustrator)
- Wordpress, HTML and CSS experience
- Proven SEO experience (preferably)
- Capacity to work under pressure and to multiple concurrent deadlines.
- Exceptional verbal and written communication skills.
- Self-driven and able to use initiative.
- Working rights to reside and work in Australia

EXPECTATIONS

You will need to be enthusiastic, motivated and have to be able to work in a fast-paced environment in order to meet client instructions and deadlines. You will be able to adapt to change with a positive attitude and be a forward thinker.

Please forward CV and portfolio to careers@nracolab.com