

## Bid and Communications Coordinator

Hays | Marketing • All Canberra ACT



Base pay

\$100,000 - \$150,000



Work type

Full time



Contract type

Permanent

### Skills

MARKETING

CORPORATE COMMUNICATIONS

DIGITAL CAMPAIGN

DIRECT MARKETING

### Full job description

#### Your new company

A local Canberra construction company with a history of proven excellence. This organisation offers specialist construction services from large scale projects to unique fit outs and high-end housing plus is committed to bringing value to its clients and provide creative and practical solutions to every project.

#### Your new role

In this exciting new dual role, you will be working on a diverse range of construction tenders plus preparing marketing materials. You will be responsible for Bids and working on client relationship management and development.

- Coordinating the Tender process from initiating response documents and meetings, preparing, formatting, proofing compelling bid responses and assisting with non-technical writing.
- Have a strong attention to detail as well as a passion for digital marketing, design and copywriting.
- Collaborate with internal and external stakeholders in order to deliver on all key marketing objectives.
- Assist with the implementation of relevant strategies and plans relating to social media, web, engagement, communications and marketing activities to internal and external audiences.

#### What you'll need to succeed

### Job details



Date posted

28 Apr 2022



Expired On

08 Jul 2022



Category

Marketing & Advertising



Occupation

Marketing Communications



Base pay

\$100,000 - \$150,000



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Work Authorisation

AUSTRALIAN CITIZEN /  
PERMANENT RESIDENT

- A tertiary qualification in Marketing, Corporate Communications, Digital or Direct Marketing or related discipline.
- Strong computer administration skills including the use of Office365, InDesign, SharePoint and Adobe.
- Ability to manage competing priorities throughout the tender process and meet tight deadlines for submission
- Professionalism, respect and integrity toward clients, suppliers, contractors, and staff
- It is a requirement of this role that the applicants have Australian Citizenship and hold or are willing to apply for and Australian Government Security Vetting Agency (AGSVA) Security Clearance to a minimum of Baseline

**What you'll get in return**

In return you will be rewarded by working with a dynamic locally recognised organisation that offers their clients the highest quality building services. This is a permanent position within a small team offering an attractive salary combined with excellent conditions and remuneration package.

**What you need to do now**

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or contact Robert Johnston at Hays recruitment on 02 62797423 or email [Robert.johnston@hays.com.au](mailto:Robert.johnston@hays.com.au) for further information on the application process.

**LHS 297508 #2642512**