

ADMINISTRATION ASSISTANT - MARKETING

PART TIME – FIXED TERM (3 MONTHS)

Sovereign Hill is a dynamic group of museums presenting the mining, social, cultural and environmental heritage of the Ballarat region and its impact on Australia's history.

The Marketing Department promotes the Sovereign Hill brand to both international and domestic markets. It drives publicity and ensures customer service standards are maintained at the highest level possible. The Marketing Team consists of approximately 4 staff and delivers services across 7 days per week.

The Administration Assistant – Marketing assists in providing accurate and timely administrative functions within the Marketing department. Providing general and event administrative support, assistance with group bookings, assisting with film crews and social media content.

TO BE SUCCESSFUL IN THIS ROLE YOU WILL HAVE:

- Previous experience in administration or similar role
- Basic computer skills, including a working knowledge of MS Office
 - Excellent customer service skills
 - Ability to work independently and in a team
- Strong sense of responsibility, be well organised and able to prioritise tasks
- Flexibility to work after hours, weekends, public holidays and school holidays

A Certificate II or III in Business, Office Administration or Accounting or attainment towards one of these qualifications will be highly regarded.

For full details on the position including the required Key Selection Criteria and details on how to apply please visit our website at www.sovereignhill.com.au/careers

APPLICATIONS CLOSE 5PM MONDAY, 15 OCTOBER 2018

Applicants must be eligible to work in Australia and appointment is subject to satisfactory Police Record and Working with Children Checks.