

## POSITION DESCRIPTION



**Position Title:** Marketing Services Co-ordinator (VIC & NSW)

**Date:** August 2022

**Department:** Marketing Division

**Reports to:** Marketing Manager

Position purpose: To supply a timely and cost-efficient delivery and management of all point of sale, merchandising and packaging material for ABSend.

### Principal accountabilities:

If you believe that this is the position for you, and you are ready for the next step in your career please email your resume to **ABSend**

**Direct reports:** Marketing Manager

Key Results Area	Accountabilities	Key Performance Indicators
To Meet Customer Requirements Through Order Management	<ul style="list-style-type: none"> <li>Liaise with EDA, purchasing and approvals</li> </ul>	<ul style="list-style-type: none"> <li>Time of problem resolution</li> <li>Feedback from Account Managers and customers</li> </ul>
Production Co-Ordination	<p>Quality control co-ordination</p> <p>Manage the process and procedures for ordering (Sales/Marketing/Operations)</p>	<p>Ensuring timelines and schedules are adhered to.</p> <p>Smooth procedures implemented and communicated to relevant parties</p>
Supplier Quote Assessment	Assist studio by administering quotes	Meet timelines Accuracy
Co-ordination of Supplier Relationships	<p>Effectively communicate the needs</p> <p>Administration of brief to suppliers</p>	Ensuring timeline and schedules can be adhered to
Special Projects	Active participation as required in company special projects	Personal commitment and contribution

**Main contacts:**

Internal:

- All functional teams within ABSend
- Marketing

External:

- Specialist suppliers
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**Education / Qualifications / Experience:**

Tertiary Marketing or IT qualification preferred

Previous marketing experience preferred

Current driver's licence

Police Check