

IT Marketing & Communications Specialist	
Duration	Full Time
Timings	5:30 AM To 2:30 PM IST
Pubic Holidays	As Per Australian Calendar
Experience	4+ Years
Work Location	100% Remote / Work from Home

Looking to hire a Marketing / Communication’s specialist to assist with the following activities.

- ✓ Fortnightly IT Tips & Tricks newsletter
- ✓ Alternating IT Latest news email
- ✓ Monthly IT Training communication
- ✓ Windows Screensaver and background design
- ✓ Major notifications to business regarding planned upgrades & feature releases
- ✓ Assistance with Visy IT SharePoint portal content
- ✓ Define, develop and publish Digital and Social media content
- ✓ Hands-on analysis of data to continuously improve marketing campaigns.
- ✓ Report which communication method was more successful
- ✓ Find new Tools to grasp user's attention to IT knowledge
- ✓ Create videos for user education on new applications or new features of existing applications and services that IT offers to end users
- ✓ Creates and executes high-impact, multi-channel IT marketing campaigns methods that leverage all possible channels to meet the business needs.

DESIRED SKILLS AND EXPERIENCE

- ✓ Strong Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- ✓ Strong communication skills (verbal and written) in all its forms
- ✓ Excellent time management, planning and organisational skills
- ✓ A highly professional approach, flexibility and achievement orientation
- ✓ Experience in marketing and brand improvement
- ✓ Development and design of professional email templates and content
- ✓ Define, develop and publish Digital and Social media content
- ✓ A minimum of 3 years’ experience in a similar role
- ✓ Analytical mindset - be able to support your case for change with data, and structure tests that deliver conclusive and actionable outcomes.