

Client Services Co-ordinator

- Are you extremely organised?
- Can you multitask?
- Do you have a creative flair?

Media Tree Australia is a boutique media activations agency located in Alexandria and we are looking for a young confident self-starter to join our team. Our clients range across the spectrum of the arts/entertainment, media and advertising industries.

Our position will suit someone with 6-12 months experience in a fast paced environment. We are looking for a talented and ambitious administrator who is confident but personable.

Your major responsibilities will include research, report collation, campaign logistics, administration support and more. You will also work closely with the team on briefs and pitch preparation.

Your outstanding communication skills, high level of initiative, attention to detail and willingness to learn will be highly regarded.

This position offers a stimulating step up and career development opportunities within a supportive environment with a true combination of client service and administration.

Previous experience in the media industry is not essential however the ideal candidate must have administration experience, commitment to providing quality customer service, outstanding organisational skills, advanced Microsoft Office skills (PowerPoint) and the desire to take ownership and responsibility for tasks. Being familiar with Apple Mac is desirable.

Immediate start

Salary range: neg on experience

If this position interests you please forward your cover letter and resume to jobs@mediatree.com.au