
Media & Administrative Assistant (Part Time)

Gloo Advertising is a boutique advertising agency based in Hobart, with a second office in Melbourne. We are looking for the someone to join our dynamic Hobart team. This role is essentially responsible for the co-ordination of our media bookings as well as other tasks associated with the general running of our office.

Duties include (but are not limited to):

- Development of relationships with our media suppliers in order to request rates, place bookings on behalf of our clients and supply advertising materials
- Entering data and jobs into our project management program
- Reconciliation and data entry related to accounts payable invoices
- Being first point of contact for phone and walk in clients
- General tasks including posting, banking, arranging couriers, catering and ordering of office supplies
- Support senior staff in organising projects, tenders & proposals

Requirements:

- Friendly and personable with a customer-oriented approach
- High level communication skills
- Organised and proven attention to detail
- Demonstrated ability to multi-task and adhere to deadlines
- Proficient in Microsoft Office
- Willingness to learn
- Interested in the media and advertising industry
- University degree in associated field or proven work experience history

There is potential for any additional skillset related to our workflow that is brought to table to be worked into the position description (e.g. Proofreading and copywriting, social media content management, advanced bookkeeping using Xero). Whilst the position has been advertised as part time, there is opportunity for this position to grow into full time over time, or with the addition of extra responsibilities.

If you meet the above criteria and would like to join our team please submit your resume and cover letter to ideas@gloodvertising.com.au by Monday 17th July.