

## **Marketing & Digital Communications Coordinator**

Tutis Operations Pty Ltd is a boutique SaaS company, providing cloud-based, managed solutions for a range of business customers. The company is growing, and we are searching for a dynamic, enthusiastic and committed Marketing & Digital Communications Coordinator with strong digital skills to join the Tutis Operations' team.

This role is responsible for developing and executing marketing and business development initiatives aligning with the company's strategy. A significant focus of the role will be to coordinate the iterations of brand and positioning, including PR and media relations, marketing material, advertising, and written, video and audio content. The role will also involve project managing events; managing the Tutis social media presence; coordinating website content; and managing the digital marketing strategy, including SEO and SEM and inbound marketing, having a solid knowledge of B2B digital marketing.

The successful candidate will also be responsible for desktop publishing, including producing marketing material using the Adobe Creative Suite, following the Style Guide and using existing templates.

### **Desired Skills and Experience:**

To succeed in this role, you will need:

- Flexibility and willingness to go the extra mile
- Positive attitude toward work and a desire to learn and develop the role
- Demonstrated attention to detail and accuracy
- Excellent verbal and written communication – able to write clearly, concisely and to a high standard, with an excellent grasp of grammar and punctuation
- Excellent organisational and project management skills
- High proficiency in Microsoft Office products (Word, PowerPoint and Excel)
- Digital marketing expertise
- Desktop publishing/graphic design basic knowledge
- CRM experience
- A solid understanding of CMS, particularly WordPress
- Tertiary qualification in marketing or relevant degree desired
- Small professional, boutique company experience desired
- Software product company experience well regarded
- Inside sales experience well regarded

Tutis Operations is a progressive company working out of well-appointed offices in the Brisbane CBD, we offer great working conditions including flexible working hours, and an opportunity to work on exciting challenges and projects. The role is full-time (or 4 days per week considered). The Tutis Operations' team is a close-knit, supportive team and the right team member will be rewarded with a competitive salary.

To Apply for this role please email your resume to [hello@tutis.com.au](mailto:hello@tutis.com.au) attention of the Talent Manager.