

Marketing Assistant

Medtech is the leading provider of primary health solutions in New Zealand. We provide advanced practice management software and other state-of-the-art health technology solutions that enable health professionals to provide better healthcare, and patients to better manage their health and well-being.

We are looking for an enthusiastic and creative **Marketing Assistant** with a passion for excellence. This is a hands on role which requires common sense, initiative and get up and go attitude. You are proactive and calm, accurate, methodical and very detailed. You are a team player, flexible to undertake tasks as required and have the ability to juggle a multitude of tasks and priorities. The ideal candidate will assist in all areas of marketing lead generation and marketing support. They will be comfortable in maintaining various marketing campaigns and have a creative skill set which enables them to brainstorm new initiatives.

Key Responsibilities include:

- Coordinating customer communication
- Event co-ordination
- Maintaining WordPress website.
- Preparing marketing collateral
- Liaising with external agencies for marketing activities.
- Maintaining social media strategy and tools.

Skills and Experience:

- Ideally 2+ years of marketing experience but happy to consider exceptional recent graduates
- A relevant degree is preferable.
- Proven capability in Wordpress, HTML, CSS and website management is essential
- Advanced & highly proficient skills in Photoshop, Indesign, Illustrator, PremierePro –you're more than just an operator, you know and understand design.
- Knowledge of Clickdimensions- Email Templates, Campaigns and Forms will be an advantage
- Experience with Social Media Marketing
- High level of attention to detail and accuracy
- Able to work autonomously and have the skills to prioritise workload

Applicants for this position should have NZ residency or a valid NZ work permit.

If this sounds like the career for you, please submit your CV and cover letter to hr@medtechglobal.com.

Whilst we appreciate the time and effort taken to submit your individual application, only short listed candidates will be notified.