

WE ARE HIRING

Marketing & Communications Assistant

Please send your cover letter and resume to
sarah@homestylebake.com.au

PURPOSE OF THE POSITION:

To support the brand and sales marketing function by means of creating planned marketing and social media content, scheduling marketing efforts and communicating with customers across a range of channels to build and engage customers.

Assist the Fundraising Team in the booking and processing of Fundraising Drives when required and help increase and maintain Fundraising Customer base through a range of communication channels such as telecommunication, email, representation as required and social media.

THE IDEAL CANDIDATE:

- Experience within a digital/social marketing role with a strong creative background.
- Comprehensive experience in sales is desirable.
- Dedicated and hard working with a strong work ethic.
- Team player who can also work independently.
- Strong attention to detail; oral and written communication skills are essential.
- Working knowledge of graphic design programs such as Adobe and Canva would be an advantage.
- Possess a passion and skills in photography and short video production would be considered favourably.
- Skilled in data processing and MS Excel.

THE ROLE:

- Create, edit, schedule and monitor engaging and strategic content, for use across digital marketing channels, including social media, web, email, Online Shop Portal and print.
- Implement a planned digital content calendar; manage across all social channels and electronic communications.
- Demonstrated ability to work effectively across the creative and analytical aspects of Social Media.
- Assist with marketing campaigns, stimulating sales and customer engagement.
- Be mindful of bakery/food and social media content creation trends, ensuring Homestyle Bakeries is a leader in the digital landscape.
- Brand stimulation and engagement, optimise social media content and manage communication with customers through various communication channels.
- Assist Fundraising department when required in the booking and processing of Fundraising Drives.
- Perform telemarketing duties as a way to build rapport with customers, increase sales and understand customer feedback.
- Provide task updates and reports as required to Team Leaders.
- Communicate effectively and foster successful, professional relationships with management, staff, Vendors and external organisations, to encourage and maintain a positive and cohesive working environment.
- Perform related duties as assigned by the Team Leaders and/or Directors.

THE PERKS:

- Attractive pay rate (experienced based).
- Employee discounts.
- Supportive team environment.
- Opportunity for career and skill progression.
- Take home a free loaf of bread daily.
- Enjoy freshly baked goods daily in the break room.

ABOUT US:

Homestyle Bake is proudly Toowoomba family owned and operated. Since 1989 we have been delivery fresh baked goods to four main customer segments including wholesale, retail, educational organisations and fundraising. Each day we supply a range of 500+ fresh bakery products to customers throughout Queensland and northern New South Wales.

**If this sounds like a suitable role for you, then we look forward to your application!
Please email your cover letter and resume to sarah@homestylebake.com.au**

Only applicants shortlisted for interview will be contacted.