



Graphic Design | Web Design | Branding | Print Solutions

Position Description: Part-time Customer Relationship/Marketing Coordinator

At XDesigns, we help small to medium size businesses get the most out of the marketing as specialists in Graphic Design, Web Design, Branding and Print solutions

XDesigns is seeking a team player that has:

- ✓ Confidence, is organised and self-motivated
- ✓ Experience or knowledge and understanding of having worked in a graphic design studio
- ✓ Strong communication skills
- ✓ Ability to think outside the square
- ✓ Ability to ask questions if a task or project is not fully understood
- ✓ Strong skills in learning new online software tools
- ✓ Interest in helping our clients to ensure timelines are met
- ✓ Confidence, is organised and self-motivated
- ✓ Be a passionate and highly resourceful person

Who we are:

We are dynamite when it comes to creating a big boom in the graphic design world. Passionate and highly skilled, we work with clients providing graphic design solutions which encompass everything from advertising concepts and branding, to website design and printing.

Graphic design isn't just an occupation, it's a passion! When you love what you do, you put a lot more care and time into making sure every aspect of your work is perfect. Awe-inspiring ideas and happy clients are the results of the time and effort put into sitting down and becoming familiar with client expectations and their business.

We are located in Sydney's Hills district and established in 2000, XDesigns has over 30 years of experience in dealing with small, medium and blue chip companies.

We are a values driven company, we are flexible and believe in give and take and we expect you to be honest and an open communicator.

About the role:

Like any small business role, you are more than likely going to be wearing many hats, however we do have great assistant that will be available to help you these tasks but not limited to:

- Creating quotes for all our services to new and existing clients
- Co-ordinate with our designers and suppliers to ensure projects are completed on time
- Assist in managing website projects with our designers and contractors
- Following up with clients/customers (sending out thank you emails etc.)
- General offline and online marketing support to the team, including:
 - Sending email blasts/ marketing campaigns using Business catalyst
 - Social media planning
 - Ensuring client and prospects are added to mailing lists
- Assist in updating sales processes/systems

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- Full training will be provided on the software that we use and supports us in our business, software and systems includes:
 - Google apps for work – email and calendar
 - Toodle do – task management and to do list
 - CRM and CMS – Business catalyst
 - Dropbox - sharing large files with clients and printers
 - Pipedrive – manage our sales pipeline
 - Skype – communicate with out staff and suppliers
 - Microsoft office for Mac
- Work hours from 9.30 to 2.30pm, 4 to 5 days a week
- Initially working at our office with the opportunity and flexibility to work from home in future
- Travel to clients will be required Sydney metro only

Next steps:

If you are looking to continue your career or get back into the workforce and want to join a great team we'd love to hear from you

Applications:

Please send a covering letter and resume to careers@xdesigns.com.au by 25th March 2015