



Marketing Officer (part time)

This is your opportunity to work with one of Ballarat's employers of choice as we seek applications from suitably qualified and/or experienced people for the **12-month temporary position** of Marketing Officer (0.6 EFT). This person will be responsible for co-ordinating and delivering marketing activities for UFS Dispensaries, Cherub Cards & Gifts and Peace & Quiet.

Reporting to the Business Development Manager, this position is responsible for:

- Researching, writing, developing and proofing advertising copy, submissions and press release material
- Purchasing advertising space and liaising with media representatives
- Delivering an annual advertising and promotions schedule
- Co-ordinating direct mail projects
- Updating web content and site management
- Providing briefs, copy and visuals to graphic designers
- Assessing community sponsorship requests
- Undertaking sales analysis and cost-benefit reports
- Providing support for a variety of general marketing functions including to the Business Development Manager.

Key Qualifications & Competencies Required:

The successful applicant will be a competent writer who is able to document text efficiently for advertising, communications and reports. Highly organised with the ability to work to strict deadlines, the applicant will be computer savvy with experience in web content management, demonstrated initiative, be able to work productively and the proven ability to maintain excellent relationships.

Proven marketing and/or communications experience is essential with relevant qualifications preferred.

For a position description please contact Tania Britt on (03) 5327 7771 or taniabritt@ufs.com.au

Please forward your resume and covering letter addressing the selection criteria to:

Employee Services Manager
206 Armstrong St Nth
BALLARAT VIC 3350

by close of business **Thursday 8th November 2007.**

UFS DISPENSARIES

here for you

www.ufs.com.au