



JOB DESCRIPTION

JOB TITLE:	Marketing and Administration Assistant
JOB TYPE:	Full Time
LOCATION:	Hindmarsh / Mount Barker Area / Woodside Area
SUPERVISOR:	Chief Executive Officer / Projects Coordinator

POSITION PURPOSE

To provide data entry activities, administrative and marketing support to the company's project management team and workshop operations, perform receptionist duties, and interact with customers in reception, and on the phone.

MAIN DUTIES/RESPONSIBILITIES

Data Entry and Reception Duties (nominally 50-60%):

- Transcribe and process staff timecards in the Enterprise Resource Planning (ERP) system.
- Identify and correct errors in recorded job codes, material consumption, and indirect times.
- Maintain project photo archives in SharePoint, applying structured metadata.
- Manage reception duties, including answering calls and greeting visitors.
- Log client enquiries in the Customer Relationship Management (CRM) system.
- Process and track project-related Technical Queries (TQs) within the ERP.
- Support general office duties, inventory management, and errands as required.

Social Media Marketing (nominally 40-50%):

- Develop and publish content across social media platforms to engage with automotive audiences.
- Monitor and respond to social media enquiries and email communications.
- Coordinate content for automotive and lifestyle media, including press releases and technical project descriptions.
- Organise and promote company participation in car shows and industry events.
- Maintain and update company websites in alignment with marketing objectives.
- Capture and report on key social media and digital marketing performance metrics.

HEALTH & SAFETY REQUIREMENTS

- Report any hazards, near misses or general safety risks to the Manager immediately.
- Ensure the health and safety of colleagues, customers, and visitors to the site always.
- Maintain a tidy, organised and hazard free working environment.

EXPERIENCE, SKILLS, KNOWLEDGE, AND ATTITUDE

Technical & Automotive Knowledge:

- Passion for classic cars, restorations, and car culture (personal or professional).
- Strong understanding of automotive terminology.
- Working knowledge of workshop processes (desirable but not essential).

Digital & Social Media Proficiency:

- Experience with content creation for social media, digital marketing, and SEO.
- Ability to craft engaging posts, manage social media interactions, and grow brand presence.

Administrative & Organisational Skills:

- Fast, accurate data entry with attention to detail.
- Proficiency with Microsoft Office and digital workflow tools.
- Ability to draft, format, and proofread moderately complex documents.

Personal Attributes:

- Highly organised, self-motivated, and proactive with a keen eye for detail.
- Ability to work both independently and within a team.
- Excellent communication and interpersonal skills, with a customer-focused approach.

QUALIFICATIONS & REQUIRMENTS:

- Business administration or marketing qualification (desirable but not essential).
- Prior experience in data entry, marketing, or customer service (preferred).
- A valid driver's licence.