



# Operations Marketing Coordinator

## Full-Time Permanent Position

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*Penrith Panthers has an exciting opportunity for a passionate, creative and highly energetic professional to join our vibrant, fast-paced and state of the art Club.*

This newly created role will be best suited to a highly organised, fast thinking all rounder who enjoys completing a variety of tasks in a dynamic team environment. You will primarily focus on executing our marketing promotions and campaigns throughout our wonderful club. Coordinating in its entirety from design briefs through to physically setting up promotions, you will have superb attention to detail and thrive in a fast-paced environment. You will have the ability to problem solve, adhere to strict deadlines and have a passion for providing good, nay, exceptional customer service. Your innovative approach to thinking laterally will help you deliver fun and exciting promotions to our 80,000 membership base and wider communities.

### **Main Duties and Responsibilities will include, however are not limited to:**

- Create design briefs for Food and Beverage campaigns for the Panthers Penrith club alongside the dedicated marketing team;
- Coordination of the design briefs that are sent to external designers to ensure timely deadlines are provided and adhered to;
- Supporting our Operational and Marketing teams including setting up promotional campaigns;
- Coordination of publicity throughout such events as New Years Eve and Cash draws including social media platforms and photographs;
- Updating promotional activity throughout the club including ensuring all content is current and not out of date;
- Maintain effective internal and external business relationships by ensuring appropriate and timely communication and.
- Liaise with our Group Marketing team and our dedicated Penrith Management teams as required;

### **Selection Criteria:**

- A minimum of 1-2 years marketing coordination experience required;
- Tertiary education in Marketing;
- Highly creative individual with a flare for marketing and design;
- Exceptional communication skills, both written and verbal;
- Demonstrated ability to think outside the box and explore innovative options;
- A clear understanding and knowledge of social media platforms;
- Outstanding organisational skills and attention to detail;
- Well developed, confident customer service skills coupled with the ability to show initiative on a daily basis;
- Highly motivated individual with a positive, can-do attitude !
- Proven ability to work well with others to achieve team and individual goals;
- Ability to multi-task, achieve deadlines and create and adhere to schedules and;
- Advanced computer skills;

Within this exciting role you may be required to work weekends and public holidays to meet the operational requirements of the role. If you have the necessary skills, passion and experience, please apply today.

The Panthers Group is an Equal Opportunity Employer and encourages indigenous Australians to apply.

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### **Want to Apply?**

Please send your Cover Letter and Resume to -  
[employment@panthers.com.au](mailto:employment@panthers.com.au)