

Revera Position Description

Position title	Marketing Coordinator	Team	Service Portfolio Team
Location	Wellington	Reports to	TBC
Direct reports	Nil	Date	September 2017

Purpose of Position

The purpose of the Marketing Coordinator provides support to the Service Portfolio Team and the wider Revera business to deliver and implement our go to market strategies and objectives.

Key Accountabilities

Service Delivery

- > Support the Service Portfolio Team in developing the strategy, production and delivery of all (internal/external) marketing related communications including product and proposition development, branding, collateral, campaigns, advertising, web and social content and presence, case studies, news stories and client communications
- > Work with the Business Development Managers (BDM's) to develop case studies from our clients for external communication
- > Ensure that the website content is reviewed and kept up to date, working with internal stakeholders to ensure the content is accurate and relevant
- > Own Revera's online presence through the use of social media, including sharing good news stories, product launches, and conference attendance
- > Assist in the decision making of events, sponsorship and selection, including responsibility for coordination of Revera branding, swag, attendance and on the day setup and support
- > Maintain Revera's style guide including logo's, webpage format, use of graphics/imagines and writing style.
- > Support the Service Portfolio Team in developing the spending plan and allocation of market development funds for each quarter
- > Work with our creative resources to develop promotion media for both internal and external use
- > Assist with the development of formulating brief for advertising campaigns for our creative resources to action
- > Champion the Revera brand and ensure that brand identity is maintained throughout all internal and external communications and activities

Customer Service

- > Ensure Service Portfolio and Business Development outcomes meet and exceed client expectations through positive engagement.

- > To promote good relations and engagement between Revera and its clients and general market Demonstrate effective communication skills and the ability to interact professionally with a diverse group of clients and staff.
- > Have excellent time management skills.
- > Have outstanding oral and written communication skills.
- > Be able to work calmly under pressure and meet deadlines.
- > Have a 100% positive attitude, be a fast learner, takes initiative and a focus on Top Quality.

Relationship Management

- > Develops and maintains effective working relationships with all individuals and groups impacting on the position, both internally and externally
- > Communicates effectively with a wide range of people, maintaining constructive relationships with those with different viewpoints and expectations
- > Negotiates mutually acceptable solutions and resolves conflict constructively
- > Conveys information in a way that provides a clear sense of direction to others. Writes and presents clear, concise, thoroughly researched communications appropriate to the audience

Teamwork

- > Cooperate and work with other members of the team in order to achieve team goals
- > Supports and explains decisions made by the Senior Leadership team in all relevant forums and discussions

General Management

- > Contribute to Revera objectives
- > Act as a source of expert information and advice in the area of Marketing for Revera
- > Foster a safe environment by integrating safety and health into all aspects of work practices

Requirements of the Role

- > Tertiary degree would be an advantage
- > Experience in general marketing and brand or event management would be an advantage
- > Ability to use general technology tools including the Microsoft Office suite and social media platforms such as LinkedIn, Twitter, and Facebook
- > Excellent communication skills (verbal and written)
- > Creativity, enthusiasm, and a can-do attitude with a sense of humour and the ability to take ownership and manage timelines and priorities.

Revera Expectations

- > Act in Accordance with Revera FLIERS and Cultural values
- > Demonstrate shared leadership
- > Comply with Revera's policies and procedures at all times