



WE ARE HIRING

ASSISTANT TO THE DIRECTOR & DESIGNER

- CASUAL -
CAN BE FILLED REMOTELY

Hewitt Consulting & Communications is a highly regarded business offering design and marketing services to businesses and organisations across Australia, specialising in meeting the unique needs of rural and regional clients.

Over the past 7 years our business has grown to include our 2 sister businesses - *Campdraft Coordinator* & *From the Saddle Podcast* - and it's time to bring a new team member on board.

We are looking for someone who is driven, takes pride in what they do, has great time management and communication skills, with an administration/secretarial background or experience.

This Position can be filled remotely, however good internet and a computer/laptop is required. Experience in the rural industry is a bonus but not a necessity.

Experience working with Photoshop and Adobe Illustrator are advantages, but are not essential.

If there is a specific area you feel strongly about taking on, we are open to sharing the roles between applicants.

The successful applicant will be assisting Caitlyn across all 3 businesses and will be required to sign a non compete clause, and a confidentiality agreement.

Please see over page for an insight into the role

FIND YOUR PLACE IN OUR SPACE!

Join the team today!

Communicating with Clients

- Quoting
- Design Briefs
- File Sharing
- Scheduling

Social Media Management

- Posting and Sharing Content
- Engaging with audience

Communicating with 3rd Parties

- Communicating and contacting business and professionals
 - Agencies
 - Photographers
 - Printing and Manufacturers
- Instigating partnerships

Digital File Handling

- Organising and generating a filing system for all completed designs
- Arranging and organising new content to be used in new designs

Proposals

- Creating and editing proposals

Podcast Content Management

- Guest Suggestions
- Writing briefs
- Grant Submissions
- Uploading and Monitoring content

Computer Program Management

- Communication with Campdraft committees and secretaries
- Quoting
- Information and Assistance
- Scheduling

Want to apply?

We will need your resume with at least 2-3 references

Caityln Hewitt **DIRECTOR**

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