

Marketing Administration Executive– Funds Management

Who we are

BetaShares is one of Australia’s leading managers of Exchange Traded Funds (“ETFs”), with a reputation for innovation and “market firsts”. ETFs have been one of the fastest growing categories of investment products globally and in Australia over the last decade and the market is set to continue growing strongly in the coming years.

ETFs are traded on the ASX like any share and deliver transparent exposure to a broad range of market indices and asset classes including Australian and international equities, cash, commodities, currencies, income strategies and alternatives. BetaShares diverse suite of over 50 funds is also uniquely positioned in the market in that it offers exposures that may be suitable to both rising and falling markets.

About the role

We are seeking a dynamic and enthusiastic person to join the BetaShares team as the Marketing Administration Executive and help build on our Australian success story. This role is an outstanding opportunity to develop your marketing career. As a key contributor within the team, you will play an integral role in the marketing function of the business.

Your key focus will be providing administrative support to the team, including event organisation, and managing day to day operational marketing activities.

We’re looking for someone who is a strong team player, with impeccable written and verbal communication skills. You’ll bring your enthusiasm, attention to detail, positive attitude and initiative to this full-time role and you’ll enjoy lots of variety each day, as well as significant career progression potential.

Applicants with any knowledge and an interest of financial services will be highly regarded.

Responsibilities

Key responsibilities of this role will include:

- Undertake general administrative and organisational tasks of the marketing department
- Assist in the set-up and managing of the annual events calendar
- Assist with marketing reporting
- Events co-ordination including venue selection/attendee liaison
- Development and formatting of PowerPoint presentations, marketing collateral and other documentation.
- Timely preparation of invoices for authorisation of payment
- Assist with the maintenance of various databases

Key skills and experience:

- Proven experience as a marketing administrator, assistant or relevant role
- Outstanding communication and interpersonal abilities
- An ability to manage multiple priorities and be a self-starter
- High attention to detail

- 2+ years' experience working in an office setting
- Excellent written and verbal communication skills
- Customer-service oriented
- Able to complete complex administrative tasks with minimal supervision.
- Strong character references
- Expert level competence in Microsoft Powerpoint
- Experience in Adobe Cloud software (Illustrator, Indesign, Photoshop) (*highly regarded*)
- Marketing diploma or tertiary qualifications (*highly regarded*)

This role is a fantastic opportunity for someone looking to gain broad experience in a growing, Australian owned and operated business.

To apply, please email your cover letter and CV to careers@betashares.com.au.