



Dream Job Web

<https://dreamjobweb.com/jobsboard/officemarketingmanager1406/>

Office/Marketing Manager

Description

Our Client, Australian Flower Group, is seeking an experienced Office/Marketing Manager to join their team located in Footscray, Victoria. This position requires a highly organised and dynamic individual who can manage day-to-day office administration while also driving the company's marketing efforts. You will play a central role in supporting business operations and enhancing our market presence.

Responsibilities

- Oversee daily administrative and office functions.
- Manage supplier communications, invoicing, purchase orders, and inventory records.
- Maintain accurate business records, employee rosters, and documentation for compliance.
- Liaise with logistics and delivery teams to ensure smooth operations.
- Handle general correspondence, phone/email queries, and customer service inquiries.
- Plan and execute marketing strategies to promote products and brand awareness.
- Manage social media platforms and digital content.
- Create promotional material and coordinate seasonal marketing campaigns.
- Conduct basic market research and competitor analysis.
- Work closely with the sales team to align marketing initiatives with business goals. Benefits
- A supportive, family-owned business environment.
- Opportunity to work across diverse responsibilities in a growing company.
- Career growth and development in both operations and marketing.

Qualifications

- At least 2 year's experience in an office management, marketing, or combined administration/marketing role.
- A relevant qualification in Business Administration, Marketing, or similar field (minimum Diploma level).
- Strong organisational skills with excellent attention to detail.
- Proficient in Microsoft Office Suite, email systems, and social media platforms.
- Ability to multitask and prioritise across administrative and promotional responsibilities.
- Good written and verbal communication skills.
- Experience in the floral or perishable goods sector is desirable but not essential.

Job Benefits

- A supportive, family-owned business environment.
- Opportunity to work across diverse responsibilities in a growing company.
- Career growth and development in both operations and marketing.

Hiring organization

Australian Flower Group

Employment Type

Full-time

Industry

Administration Office Support / Office Management

Job Location

Footscray, 3011, Melbourne, Victoria

Base Salary

AUD\$ 77000 - AUD\$ 80000 per annum plus 12% superannuation

Date posted

June 13, 2025

Valid through

13.07.2025

About Company

Australian Flower Group is a leading wholesaler and distributor of fresh flowers, based in Melbourne, Victoria. They supply floral products to florists, supermarkets, and events businesses across Australia. With a commitment to quality, efficiency, and innovation, they are seeking a dedicated Office/Marketing Manager to support both our administrative operations and promotional strategies.