

Design and communications coordinator – full time

Right Lane is a flourishing, top quality, management consulting firm.

We employ our distinctive ideas and processes, and our absolute commitment to delivery, to help clients we care about pursue their inspiring missions.

We work alongside clients who do great work within the sectors they operate, and we are excited to be involved in creating outcomes that truly make a difference.

We are an ethical consulting firm with a strong belief in the work we do, and with a passion to give back to the broader community with the skills and expertise available within our walls.

Right Lane was established to help private, not for profit and public sector clients to clarify and accelerate their future plans. We have helped the executive teams and boards of more than 200 organisations to define and adapt their direction and strategy, identify and clarify their priorities, align their efforts with their aspirations, get their major projects started and finished, and measure and improve their performance.

Our areas of focus

- Developing and managing strategy and planning processes for clients
- Leading strategic growth projects, such as pre-merger analysis, pricing, new product feasibility, marketing expenditure effectiveness and growth options evaluation
- Implementing strategy through aligning and engaging the organisation, and measuring and monitoring performance
- Assisting clients with governance projects – from board culture and capabilities to board appraisals and reviews

About the role:

The role is a Design and communications coordinator and is an opportunity for a dynamic, degree qualified, self-starter with initiative and self-confidence who appreciates an agile working environment and wants the challenge of performing a varied role. You will work closely with the consulting and leadership team on a day-to-day basis.

We are seeking a person with:	To be successful at Right Lane you will have:	You will be rewarded with:
<p>Strong design and PowerPoint skills and superior attention to detail. Your role will include designing and producing bespoke materials for our client engagements. This will include presentations for clients, formatting PowerPoint packs, creating slides that present complex ideas/concepts in a simple and effective manner and to the highest possible standard.</p> <p>Digital marketing experience. Manage multiple contractors in the design and delivery of our digital marketing efforts. This includes developing and managing content for multiple websites and social platforms, managing all aspects of AdWords campaigns, and coordinating email campaigns via Campaign Monitor</p> <p>Excellent writing and communication skills. This role requires to you to write, edit and publish documents including reports, proposals, case studies as well as other Right Lane marketing collateral.</p> <p>NOTE: a major part of this role is the use Microsoft PowerPoint to create materials for our consulting teams. It is essential you have excellent PowerPoint skills.</p>	<ul style="list-style-type: none"> • a tertiary degree qualification; • exceptional PowerPoint, Microsoft Word skills; • experience with InDesign • experience with WordPress and Campaign Monitor (or similar); • strong attention to detail; • the ability to reframe complex information into simple, visual communications; • a good eye for how graphics and text will look to create pages that are visually appealing, legible, and easy to read; • familiarity with and experience operating within the modern digital and online landscape, including AdWords; • an ability to generate compelling content; • excellent written communication skills; • the ability to work under pressure and handle multiple projects and timelines; • the ability to work autonomously in a dynamic and challenging environment. 	<ul style="list-style-type: none"> • a competitive salary, commensurate with your experience; • an opportunity to develop valuable skills; • a great office environment and a close, collaborative team.

To apply you must be a current Australian Permanent Resident or applicant with no working restrictions

To find out more about our firm visit: www.rightlane.com.au

To apply: email your covering letter addressing your suitability for the role outlined in this position description together with your CV to Stella Mendygral: stella.mendygral@rightlane.com.au

For more information, please contact Stella Mendygral on 03 9428 5336

Applications must be received by 5pm Thursday 10 May.