

Website & Advertising Coordinator

Job Description

Role: The Village Building Co. is a residential property development company with offices and projects in Canberra/Queanbeyan, Wollongong, Brisbane/Sunshine Coast and Coffs Harbour, and a sales turnover of around \$190m p.a. Projects comprise integrated, master planned developments with a mix of predominantly affordable housing products catering for a broad range of lifestyles. The Company consistently achieves a high level of pre-sales and expects to build over 500 homes this year. Head office is located in Mitchell, ACT.

The person: We are increasingly focused on e-communications and are seeking a skilled, creative and committed professional to further develop our websites. It is a full-time Canberra-based role responsible to the General Manager Marketing & PR, with interaction across the senior management team.

Experience working as a Web Designer in a fast-paced environment is essential. Full knowledge of Flash, Dreamweaver, Macromedia Contribute, Indesign, Photoshop and Illustrator is required.

Responsibilities:

- Creation and maintenance of company websites including villagebuilding.com.au, project websites and bigbanana.com.
- Creation and maintenance of interactive sales maps and price lists. This includes managing the integration of our sales database and website.
- Management of all e-communications to the Company's databases including e-newsletters and sms alerts.
- Managing weekly print advertising by liaising with external consultants and emailing finished art to print media.
- Listing and updating online advertising including Allhomes.com.au, realestate.com.au and domain.com.au.
- Provision of creative material to online advertising.
- Making the VBC website more visible through optimising search engines.

Conditions: An attractive salary package will be negotiated with the successful candidate. Applications close on Friday 6 November 2009 and should be forwarded to GM Marketing & PR at aperkins@villagebuilding.com.au.