



THINK

LIKE A

PASSENGER



Marketing and Admin Officer

Keolis Downer Bus | SA provide Metro and Regional bus transport services across SA via our two entities LinkSA and SouthLink. We operate over 270 buses providing public route, school bus and Charter services

A contract opportunity exists for a part-time marketing and administrative all-rounder to join the dynamic SouthLink Administrative Team based at Mt Barker. Contract is initially for 6 months.

Reporting to the Management Accountant, the key purpose of the role will be to provide support in a variety of marketing and other various administrative duties.

This 'hands on' position includes.

- Taking charge of promotional activities from start to finish
- Maintaining our website
- Preparing for and attending marketing meetings
- Handling sponsorship and donation relationships
- Other administrative duties as required

Proficiency in the Microsoft Office suite programs is essential.

You will ideally possess the following:

- Creative flair
- Demonstrated high level of accuracy and attention to detail
- Ability to meet deadlines and work in a timely manner
- Excellent interpersonal and communication skills

Applications close Friday 3rd of December 2021.