

## Concierge and Submissions Coordinator - Sydney

*“Outstanding career opportunity to work with a leading design firm”*

Group GSA is an award-winning design firm. We are currently seeking a full-time Concierge and Submissions Coordinator to join our progressive practice and team of highly motivated and talented staff based in Sydney. We foster a collaborative, creative and constructive team environment where our people can develop their professional skills and have opportunities for long-term career progression.

This is a rare and great career opportunity to join this friendly and dynamic office in a prime Sydney location.

Duties will include but not be limited to:

- Providing effective support to the organisation on EOI, proposal and submission production
- Coordinating, researching, writing, and producing a high volume of submissions/Proposals independently and collaboratively
- Coordinating marketing activities, marketing materials, promotional material, advertising, website, social media and functions for studio
- Provide a wide range of administrative and support services to the studio to ensure maximum efficiency and effectiveness
- Our first point of Studio contact engaging with and welcoming external visitors

### About You

The ideal candidate will have experience and shown capability in a similar role, have excellent attention to detail, well-developed communication skills, and most importantly a positive attitude

To be suitable for this role, you will have the following:

- Proficient in InDesign
- Proficient in Adobe Creative Suite
- Proficient in Microsoft Office
- Demonstrated experience in production capability across a range of software.
- Hands-on experience in a similar role.
- Proven organisation, administrative and clerical skills
- Ability to write and edit correspondence and reports

(Salary: \$65 - \$75k depending on experience)