

MARKETING COORDINATOR POM BASED

Join Papua New Guinea's Leading Technology
& Business Solutions Provider

THEODIST Limited has been serving Papua New Guinea for more than 50 years and is the Country's leading technology and business solutions provider. Supporting corporate, government, mining, education, and commercial customers nationwide, THEODIST continues to expand its portfolio of innovative products and services.

We are seeking a creative, results-driven, and highly organized **Marketing Coordinator** to support and execute marketing initiatives that enhance brand awareness, promote our products and services, and contribute to business growth. Reporting to the **National Sales and Marketing Manager**, the successful candidate will play a key role in enhancing the organization's marketing presence while ensuring efficient coordination of marketing campaigns, managing digital and traditional marketing activities, developing engaging content, and supporting corporate communications and events.

KEY RESPONSIBILITIES:

- Assist in the development and implementation of marketing strategies and campaigns.
- Coordinate marketing projects and ensure activities are delivered on time and within budget.
- Develop and maintain marketing calendars and campaign schedules.
- Ensure brand consistency across all marketing materials and communication channels.
- Assist with the preparation of promotional materials, brochures, newsletters, and presentations.
- Draft marketing communications, press releases, and other content as required.
- Coordinate corporate events, trade shows, product launches, and promotional activities.
- Provide recommendations to improve marketing outcomes and customer engagement.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's Degree in Marketing, Communications, Business Administration, Public Relations, or a related field.
- Minimum of 2-3 years' experience in a marketing or communications role.
- Experience managing social media platforms and digital marketing campaigns.
- Demonstrated ability to coordinate multiple projects and meet deadlines.
- Excellent written and verbal communication skills.
- Strong organizational and project management abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Knowledge of social media management and digital marketing tools.
- Excellent interpersonal and stakeholder engagement skills.

What We Offer

- Competitive salary package.
- Supportive and collaborative work environment.



How to Apply

If you're a passionate individual who shares our values and wants to make a difference at Theodist Ltd., we'd love to hear from you!

To apply for an open position, please fill out the application form by providing the following information:

- First Name
- Surname
- Email
- Phone
- Position(s) you are applying for (select from the drop-down menu)
- Cover letter & Resume (upload file)

Submit your CV to: jobs@theodist.com.pg

Theodist Ltd. is an equal opportunity employer, and we welcome applications from candidates of all backgrounds and experiences.



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www.theodist.com