

Executive Assistant/Marketing Coordinator- Wedded Wonderland and Wendy El-Khoury

Wedded Wonderland is after a magnificent magician in human form that is obsessed with assisting (us) and all those we do business with. This person is more than happy to work within a dynamic environment where they need to think on their feet, and learn on the run. They get excited when we get excited. And we get excited when we see results!

If you know the latest and greatest in social media, online content, podcasting, video, the works, you're a keeper. And we want you.

Founder of Wedded Wonderland, Wendy El-Khoury is (*finally*) launching her own website, podcast, social media channels and courses. As a globally renowned keynote speaker, educator and small business advocate she is ready to take that next step in making a real impact in this world. As the Founder of Wedded Wonderland, she has many business contacts and affiliations, featured in every major news and media publication in Australia, and wants to use her platform to transform businesses. She has done this for many years, and now it is time to scale.

The team will be delivering online courses to business owners and markets globally. Along with this, Wendy consults to a series of high profile businesses, presents at conferences, and is called upon as an expert in the Wedding and Event industry globally, as well as a Small Business and Marketing leader. The team is high energy, works fast and believes in delivery 150%.

You will be working from our HQ in Inner-West Sydney, and liaising with clients globally.

Technology will enable you to do your job efficiently, your attitude will enable your ability to do anything and everything.

JD:

MARKETING:

- Build and manage content calendar in alliance with launches, campaigns and objectives
- Content creation for social media
- Create and manage youtube and podcast schedule
- Manage briefing of youtube and podcast with talent
- Pitch Wedded Wonderland and Wendy El-Khoury's to new talent
- Schedule email workflows and touch points with past, current, future course takers
- Basic graphic design

EVENTS:

- Coordinate events for Wedded Wonderland and Wendy El-Khoury including seminars, workshops and masterclasses with the assistance of the team

ADMIN:

- Manage Facebook Group requests including members, questions, engagement, and loading all new members to our database
- Follow processes and procedures with enthusiasm (and making improvements along the way)
- Manage the uploading of all video, social and written content on Facebook, Instagram, Linked in, Tik Tok and Twitter- where relevant
- Facilitate all administrative support in relation to managing queries and clients

SITE MANAGEMENT:

- You will update wendyelkhoury.com ongoing with press, events and course updates
- Upload blog posts weekly and/or when relevant
- Manage website updates
- Manage monthly changes including lightbox, banner placement etc.

CUSTOMER SERVICE:

- Respond to all calls, emails, inbox queries
- Load all data into database
- Source feedback, testimonials, case-studies
- Facilitate surveys and share feedback and findings

FINANCE:

- Manage all registrations of courses
- cross -check receipts, payments and the like
- Create invoices
- Create sales and marketing reports

PERSONAL:

- Travel, hospitality, fashion and beauty bookings, requests and reservations
- Diary management