



Role – Marketing Communications Officer

Location - Sydney (Hybrid/Remote options available)

Department – Sales & Marketing

Company Description

Com-X is a Digital Workspaces and Cyber Security IT Solutions provider headquartered in Sydney with customers across Australia and New Zealand region. With decades of combined experience in the IT Industry, Com-X are passionate and dedicated to elevating value and reducing risk for their clients. The company's mission is to secure their clients' technology and to empower their businesses to flourish while keeping their people and clients safe from cyber risks.

Role Description


This is a part-time role for a Marketing Communications Officer with flexible working arrangements (guidance 24 -32 business hours per week - this is negotiable for the right candidate). You will play a hands-on role in executing and improving our marketing programs and communications. The ideal candidate will be experienced in HubSpot Marketing Professional, Canva, and content creation across social platforms including LinkedIn, Facebook, and Google Ads.

You'll work closely with the sales and leadership teams to develop our monthly newsletter, manage vendor marketing fund programs, and support lead generation initiatives such as events, campaigns, and digital communications. We're looking for someone who takes ownership, works with precision, and brings fresh energy to our brand while ensuring alignment with vendor messaging and Com-X business goals.

Duties

The successful applicant's responsibilities will include:

- Managing and executing digital campaigns using HubSpot Marketing Professional, including emails, landing pages, forms, workflows, and campaign reporting.
- Creating compelling social and paid ad content using Canva, and managing campaigns across LinkedIn, Facebook, and Google Ads to build brand awareness and drive targeted traffic.
- Creating and distributing the monthly newsletter for current and prospective clients, focusing on product updates, client stories, and insights.
- Assisting in the ongoing development and execution of our marketing strategy, ensuring alignment with business objectives and vendor messaging.
- Organising and promoting Lunch & Learn sessions, webinars, and other lead generation events across ANZ.
- Managing Vendor MDF (Marketing Development Funds) and SDF (Sales Development Fund) programs, including claim submissions, proof of execution, and stakeholder approvals.
- Coordinating with internal stakeholders and vendor partners to maintain campaign consistency and branding standards.

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- Monitoring and reporting on campaign performance metrics (e.g., CTR, conversion rates, impressions) and adjusting strategies based on data insights.
 - Supporting sales team efforts by providing branded assets, templates, and digital content to help grow the sales pipeline.
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About You

We're looking for someone who is not only skilled but also proactive and detail focused. You will thrive in this role if you are:

- **Self-Motivated & Organised:** You take initiative, plan, and love seeing projects through from concept to completion with minimal supervision.
 - **Marketing Tech Savvy:** You have hands-on experience with HubSpot Marketing Professional, and you're confident using tools like Canva, Google Ads Manager, Facebook Business Suite, and LinkedIn Campaign Manager.
 - **Creative & Consistent:** You combine creativity with execution discipline—consistently producing quality content, copy, and visuals that are on-brand and compelling.
 - **Detail-Oriented:** You sweat the small stuff—typos, branding alignment, image quality—because you know that's where trust is built.
 - **Collaborative:** You work well with sales, vendors, and technical teams, adapting your communication style as needed to get things done.
 - **Experienced:** Prior experience working in IT or technology marketing (especially within vendor or channel partner environments) is highly regarded.
 - **Event-Smart:** You've successfully run marketing events, whether in-person or virtual, and understand how to drive registrations, engagement, and follow-up.
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How to Apply

If you're excited by the opportunity to contribute to a growing business, help shape its marketing direction and have flexibility in your working week, please send **your resumé** and **a short cover letter** to sales@teamcomx.com.au

We appreciate every application and are committed to contacting all applicants.