

OPPORTUNITIES AT SAUCE COMMUNICATIONS

ABOUT SAUCE COMMUNICATIONS

Sauce Communications is a multi-award-winning full service public relations agency headquartered in Leeton NSW and with staff in Melbourne, Canberra and across regional NSW. Our talented team works with commercial and government clients on communications programs that deliver results. Our team has a passion for rural and regional Australia and was recently named 2020 Australian Medium Agency of the Year and 2020 Agency Team of the Year by PRIA (did we mention we love what we do?!). Find out more about the Sauce team – who we are, what we do and what our clients say about us at www.saucecommunications.com.au.

WHAT WE'RE LOOKING FOR

Sauce communications is always on the lookout for vibrant, results-driven public relations practitioners suited to the roles of:

- **Account Director**
- **Account Manager**
- **Account Executive**
- **Account Manager – Events**
- **Specialist freelancers (digital marketing, publicity, graphic design)**
- **Part time admin / EA superstar**

Ideally, you'll be based in or willing to move to the Riverina (relocation assistance is offered) and have a solid background in one or more of the following: media relations, marketing communications, stakeholder engagement, event management, issues and crisis management or strategic counsel. You'll be an excellent communicator, great with people and committed to exceptional standards of client care.

Depending on your background, we're happy to consider full time, part time or remote working arrangements. We also have openings for contractors to work alongside our team in peak times or on project work.

We offer good rates, a great team to laugh with and bounce ideas off, flexibility and for the most part, interesting work (although let's be frank, there'll be dull stuff too!).

ABOUT THE ROLES

Account Director

Reporting to the Director, you'll be responsible for generating new business, managing and growing key accounts, and developing team members, including those working remotely. This role also has client responsibilities, so you'll need to be just as good at implementing strategy as you are at developing it!

You'll have:

- An outstanding track record in the communications field at a senior level.
- Proven experience in the development and implementation of public relations strategies and proposals.
- Demonstrated ability to effectively manage and develop both individuals and teams.
- Strong business development skills – you can interpret briefs, present, pitch, forecast, budget and achieve!

- A sound knowledge of and interest in communications trends, including social media.
- Excellent contacts and the ability to engage people at all levels.
- The confidence to negotiate, present and lead.
- Ruthless organisational and time management skills and attention to detail.
- A commitment to exceptional client service.
- An absolute passion for partnering our clients and our team to achieve outstanding results!

Account Manager

Reporting to an Account Director, you'll be responsible for assisting with strategy development, implementation and some business development. You'll be a fantastic technician with the ability to work across multiple projects and multiple clients. You'll be ambitious, proactive and seek out opportunities for additional responsibility.

You'll have:

- Four-five years of experience in the communications field, preferably in public relations.
- Experience in developing and managing strategic communications programs and campaigns.
- Excellent communication skills, including a flair for writing and the ability to craft copy for a variety of audiences.
- The ability to proactively drive account activity on a strategic and tactical level.
- A good knowledge of the communications industry, the media and what makes news.
- Strong organisational and project management skills and attention to detail.
- Demonstrated initiative and resourcefulness.
- A commitment to exceptional client service.
- Excellent computer and presentation skills, including MS Word, Excel and PowerPoint.

Account Executive

Reporting to an Account Director and with strong working relationships with our Account Managers, you'll be responsible for supporting the day-to-day management of client projects. You'll be in the thick of it – involved in everything from helping at events and conducting online research, to drafting media releases and other material.

You'll have:

- Around two years of experience (but we're happy to consider talented graduates too!).
- Good communication skills, written and verbal.
- A flair for writing, which you're keen to practice.
- Good attention to detail.
- The desire to be a team player, who's happy to get in and get the job done!
- Computer and presentation skills, including MS Word, Excel and PowerPoint.
- A thirst to learn more about the communications industry.
- A commitment to exceptional client service.
- A positive can-do outlook and attitude.
- Confidence.

Account Manager – Events

Reporting to our Senior Account Manager - Events and with strong working relationships with our communications team, you'll be responsible for both leading and working on the

day-to-day management of client events. You'll be in the thick of it – involved in everything from sourcing quotes and suppliers, to attending client meetings, drafting proposals and events materials, and being on-ground to implement event plans (which means being ready, willing and able to do whatever it takes to ensure each Sauce events goes off without a hitch!).

An excellent communicator and team player, you'll be great with people, committed to exceptional standards of client care and happy to collaborate and pitch in to achieve the right results for your clients and colleagues. Additional expertise in public relations or project management and strong rural and regional networks would also be highly regarded, but are not essential.

You'll have:

- Ideally 3 – 5 years of events experience.
- Excellent communication skills, written and verbal.
- Strong organisational and project management skills.
- Problem solving skills, including the ability to remain calm under pressure.
- The desire to be a team player, who's happy to get in and get the job done!
- Proven negotiating skills with clients, suppliers and key stakeholders.
- Computer and presentation skills, including MS Word, Excel and PowerPoint.
- Flexibility, including being able to quickly respond to changing business needs, often at short notice and under pressure.
- Ability to travel for work.
- A commitment to exceptional client service and a positive can-do outlook and attitude.
- Uncompromising attention to detail.
- Confidence.
- A genuine interest in and affinity with regional Australia.
- Good personal presentation.

Specialist freelancers / subcontractors

At Sauce, we're all about creating partnerships that get the best result for our clients, every single time.

Post COVID-19, we're rebuilding our small, but stellar list of preferred partners and specialist freelancers. You can be located anywhere but will be available to plug in and support the Sauce team and our clients at critical times – either in the planning stages of projects and strategy development or in the thick of implementation. We're keen to hear from talented:

- **Graphic designers** – you'll be involved in everything from brand development and website builds to collateral development. You'll be able to work across multiple sectors and styles to deliver on client briefs.
- **Digital marketers** – you'll be responsible for developing and implementing digital strategies for our clients to deliver growth across website traffic, marketing databases, online customers, audiences and followers. You'll own campaigns end to end and be great at content development.
- **Gun publicists** – you'll join our existing publicity superstars to execute high profile national campaigns at peak periods. The ability to nurture media contacts and execute pitches that deliver results is a must.

Part time admin / EA superstar

Are you an administrative superstar who can organise and coordinate office operations, procedures and resources to make our Leeton Office and remote team hum? This role is best suited to an experienced administration officer or executive assistant, ready to pitch in and do what it takes to keep things on track. You'll need excellent attention to detail, high levels of accuracy and exceptional standards of client care. This is a part time role in our Leeton office with flexible hours and some time spent working on your own. It involves a broad range of tasks, including executive assistant duties for our Director, Liane Gawne, and assisting our events team, as needed.

You'll have:

- Excellent communication and interpersonal skills.
- Effective verbal and listening skills.
- Effective planning and organisational skills.
- Experience working with accounting, data and administrative management practices and procedures.
- Computer skills and knowledge of office software packages.
- Ability to maintain a high level of accuracy in preparing and entering information.
- Adaptability.
- Good personal presentation.

Desirable, but not essential are:

- Knowledge of human resources management practices and procedures.
- Knowledge of business and management principles.
- An interest in communications, events and/or marketing.

OTHER INFORMATION

The way we work, the service we provide to our clients and our team culture are important to us at Sauce Communications. Before you submit your application, make sure you read the *Sauce Rules of the Game* document first (it follows this document). If we're speaking your language, we want to hear from you! If not, thanks for taking the time to consider a role with us.

PS – if you're considering moving to Leeton NSW to join us, relocation assistance is offered. Plus, we love it here – find out a bit more about our hometown at <https://www.countrychange.com.au/towns/leeton/>

SUBMITTING YOUR APPLICATION

To apply, please send us:

- A cover letter noting which role you are applying for and why you're the right fit for Sauce.
- Your resume.
- At least three samples of work that showcase your writing style and results.
- The names and contact details of two referees.

Applications are to be emailed to Liane Gawne at liane@saucecommunications.com.au by COB, 8 January 2021.

'RULES OF THE GAME' JOINING SAUCE COMMUNICATIONS

Walking the Talk

As a Sauce Communications employee you represent our company and our brand. We love our brand – its values epitomise who we are, what we do and how we approach our work. We expect you to take our brand seriously. Good or bad, the relationships you form with our clients, our suppliers and our partners are a direct reflection on Sauce.

Our Brand Values

Becoming a Sauce employee means living and breathing our brand values. In a very practical sense, these values combine every day to deliver a consistent workplace and client experience. It's about delighting those we work with through fantastic customer service, great communications results and true partnership.

Sauce's brand values are:

- Clever
- Genuine
- Approachable / friendly
- Connected
- Talented
- Dynamic
- Fun
- Comprehensive (in our service offering and approach)
- Professional
- Confident

We look for these same values in our team. Depending on your role with Sauce, some of these attributes may be acquired over time. However, there are others that are non-negotiable – like professionalism, flexibility and being truly great with people, no matter what the circumstance.

Working Together

If you join the Sauce team, it's important that we're all clear on the 'rules of the game'. By our offer and your acceptance of a role, we're both making a commitment to work and communicate in a certain way. Here's how that looks.

What You Can Count On Us For

If you're engaged by Sauce Communications, you can count on us to:

- Be clear in our expectations of your work and your performance.
- Wherever possible, offer you a variety of interesting communications work, although let's be frank – there'll be dull stuff too!
- Provide access to templates, databases, timesheets, style guides and any other Sauce collateral required to help you be effective in your role.
- Give you guidance and advice on projects, clients or issues when it's needed.
- Treat you as a valued member of the Sauce team.
- Offer flexible working arrangements, where this doesn't impact on your ability to deliver exceptional client care and service to Sauce and our clients.
- Make time for the team to connect and have fun.
- Be respectful of your time off and only contact you if it's absolutely necessary.
- Listen to any concerns in confidence.



- Encourage you to participate, share ideas and learn.
- Be honest and upfront if something isn't working in our relationship.

What We Expect From You

If you accept a role with Sauce Communications, you are agreeing to the following 'rules of the game'. We will count on you to:

- Commit to and represent Sauce's brand values, vision and 'Points of Culture' with gusto and drive.
- Deliver exceptional client care and service to everyone you come in contact with, including us!
- Only submit high quality, proofed and formatted work for review.
- Tell us if you're struggling or unsure of how to approach a particular project or situation. We're here to help.
- Meet agreed deadlines. Where this isn't possible, communicate early and clearly. That means at least two weeks' notice, preferably three.
- Proactively manage your workload and, if you have Sauce client responsibilities, ensure any periods of absence, associated workload or deadlines are covered off.
- Be available to take out-of-hours calls on the understanding that we respect your privacy and will only contact you if it's absolutely necessary.
- Actively participate in creating a positive, supportive and fun team work environment.
- Look after your work/life balance and your well-being.
- Not participate in gossip or innuendo, internally or externally.
- Raise any concerns privately with Sauce's Director or your supervising Account Director.
- Immediately communicate any potential or actual client dissatisfaction.
- Be honest and upfront if something isn't working in our relationship.

If you have any questions, please let us know. Otherwise, that's it! Welcome to the Sauce Communications team!

We say "tomato" the same way as you!