



Project Marketing Executive

At DPM we support the financial wellbeing of medical professionals, and we're great at what we do! We're not your typical financial services company. We're down to earth, collaborative, and big on ideas (and coffee!)

We're on the lookout for an exceptionally organised, proactive Project Marketing Executive to join our Marketing team. If you love making plans, keeping things on track, and being the person who turns ideas into action, then this could be your next move.

Working closely with our Marketing Manager, you'll play a key role in the delivery of exciting marketing projects and initiatives across the business. From mapping timelines to following up on deliverables, you'll keep everything running smoothly whilst contributing to your own marketing expertise along the way.

What's in it for you?

- Work that matters: join a team that's passionate about helping medical professionals thrive, take ownership of impactful projects and see your work come to life!
- Flexible working: we support a balanced work style, incorporating a blend of office and work from home
- Additional leave: enjoy five additional paid leave days each year
- State of the art Office Space: work from our brand new, modern office located on St Kilda Rd, right next to the Anzac Station and tram stop.
- Social culture: build strong relationships with colleagues beyond the workplace - experience a lively social atmosphere with an engaging calendar of events and activities

Your role will include:

- Supporting the planning and delivery of key strategic marketing projects across the business
- Managing workflows, timelines, and task follow-ups to keep everything on track
- Coordinating across teams to ensure projects run smoothly and stakeholders are aligned
- Contributing to the delivery of marketing campaigns, content, and digital initiatives
- Providing updates and progress reports to key stakeholders
- Owning the detail, following up on deliverables, flagging roadblocks, and keeping things moving

The full position description is available on the next page

You will be successful because you:

- Have experience in a broad marketing role, with project coordination skills
- Are tertiary qualified in Marketing or similar
- Are highly organised and enjoy managing multiple moving pieces
- Have strong communication and stakeholder management skills
- Can build great relationships across teams and levels
- Are confident using marketing tools and platforms (and love learning new ones!)
- Bring energy, initiative, and a can do attitude to everything you do

Sound like you?

Apply now and bring your organisational superpowers to a role where your attention to detail and marketing know how will really shine. We can't wait to meet you!

Impressive candidates will be contacted for an interview.

To be eligible you must be an Australian Citizen, Permanent Resident or have full working rights.

Project Marketing Executive

Division:	Technology, Innovation & Marketing
Department:	Marketing & Client Experience
Manager/ Team Leader:	Marketing Manager
Position description review:	May 2025

Purpose

Are you a highly organised and proactive marketing professional with a passion for driving impactful projects? DPM is seeking a meticulous Project Marketing Executive to work closely with our Marketing Manager in the planning, management, delivery, and coordination of key strategic marketing projects for the business. This is an exciting opportunity to leverage your strong organisational skills and marketing acumen to ensure the smooth and efficient execution of critical initiatives, contributing directly to DPM's marketing success. You will be instrumental in keeping project workflows on track, adhering to schedules, and diligently following up on all necessary deliverables.

What does success look like for this role?

- Strategic project driver: successfully contribute to the planning, coordination, and delivery of key strategic marketing projects, working closely with the Marketing Manager to bring impactful initiatives to life.
- Workflow champion: proactively manage and track project workflows, ensuring clarity of tasks, responsibilities, and deadlines for all involved in project delivery.
- Organisational powerhouse: demonstrate exceptional organisational and project management skills, ensuring projects stay on track, workflows are seamless, and deadlines are consistently met.
- Proactive executor: anticipate project needs, proactively manage tasks, and contribute to the efficient progress of marketing initiatives.
- Relationship facilitator: build and maintain strong, collaborative relationships across the marketing team and with other stakeholders to ensure smooth project execution.
- Experienced marketing contributor: leverage your broad marketing knowledge and skills to provide valuable support and contribute to the effective delivery of marketing projects.
- Effective communicator: clearly and concisely communicate project updates, task requirements, and follow-up actions.

Responsibilities

- Project delivery partner: collaborate closely with the Marketing Manager to understand the strategic objectives of key marketing projects and actively contribute to the detailed planning and execution of the required work.
- Strategic execution driver: proactively own and deliver significant portions of the practical work required for key marketing projects in a meticulous and high-quality manner, ensuring all deliverables are strategically aligned with overarching goals and consistently meet deadlines.
- Cross-functional coordinator: effectively liaise with various internal teams to ensure alignment and seamless execution of strategic marketing projects.
- Timeline management expert: assist in the development and rigorous tracking of project timelines and milestones, proactively identifying potential roadblocks and contributing to timely solutions.
- Resource coordination lead: efficiently coordinate necessary resources and support the effective allocation of tasks within the marketing team for strategic projects.
- Progress reporting specialist: proactively support the Marketing Manager in providing regular and detailed updates on the progress of strategic marketing projects.
- Workflow management pro: establish and maintain clear project workflows, ensuring all team members involved understand their tasks, deadlines, and dependencies.
- Follow-up champion: diligently track all project-related tasks and proactively follow up with relevant individuals to ensure timely completion of deliverables.

Qualifications, Skills & Experience

- Proven experience (5+ years) in a broad marketing role, demonstrating a strong understanding of various marketing disciplines and project coordination.
- Tertiary qualification in Marketing or a related field.
- Exceptional organisational and project management skills, with a demonstrable track record of contributing to the successful delivery of marketing projects.
- Strong relationship-building and interpersonal skills, with the ability to collaborate effectively with individuals at all levels.
- A proactive and solutions-oriented mindset with a demonstrated ability to take initiative and drive tasks forward.
- Excellent communication skills (verbal and written), with a keen eye for detail in task management and follow-up.
- A solid understanding of digital marketing principles, content creation, and campaign management.
- Familiarity with project management tools and methodologies. Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel) is essential.
- Exposure to CRM and marketing automation platforms is advantageous.