

Adventure Travel Marketing Assistant – Summer position (with scope to extend for the right applicant)

- Close-knit, collaborative team and a supportive work environment.
- Full training provided.
- Full-time position working office hours Monday – Friday.

We're after a bright, passionate go-getter to join our adventure travel marketing team in an entry-level role!

New Zealand Trails is a Kiwi-owned adventure travel company that runs trips all over New Zealand, with our team in Queenstown handling the details. We love what we do and have been doing it now for over 20 years. As we gear up for our biggest summer season yet, we are looking for a bright, passionate and driven individual to join our growing marketing team in a full-time position.

This is an entry-level role assisting our marketing team in the day-to-day running of the business. You don't need to know tourism or be a marketing expert, you just need to be keen to learn and happy to get stuck in across a range of different tasks. So, if you are looking for a new and exciting chance to launch or enhance your marketing career with a well-established tour company, then this could be the job for you.

A typical day will include:

- Managing various social media platforms – posting engaging content and responding to comments and messages.
- Handling our loyalty programme.
- Editing photos in Photoshop, posting them on our website and social media, and turning them into digital photo albums for our guests.
- Working closely with our guides to get video and photo content. Turning that content into engaging marketing material.
- Updating our website with guest reviews.
- Editing our website and brochures when required, in a timely fashion.
- Working with our sales team on incoming enquiries.
- General office administration when required.
- Running applicable errands for our Marketing coordinator and CEO.

The perfect person would:

- Be systematic and detail oriented.
- Have excellent literacy and computer skills.
- Have a basic understanding of Photoshop, InDesign and PremierPro.
- Understand how to use Facebook and Instagram (Meta Business Suite).
- Have an eye for opportunities and be driven to find (and make) improvements.
- Be keen to learn about our unique marketing techniques.
- Have the ability to communicate in the NZT tone of voice across all touchpoints.



- Be a team player – you'll be quite capable of working alone and managing your own workload, but equally happy to support other members of the team.
- Have a positive and cheerful approach to work, with a focus on solutions, not problems.
- Be keen to get stuck in across all areas of the business – no job is too big or small.

****Don't worry if you don't tick all these boxes, we'll provide you with full training and plenty of support to help you succeed in this role.****

At New Zealand Trails you'll benefit from:

- Working in a tight team with a bunch of awesome people who are keen to help you learn and grow.
- A hard-working and friendly workplace that has a focus on work-life balance and a shared desire to be the best at what we do.
- A full-time salaried role working Monday to Friday (office hours) paying the living wage.
- A dog-friendly workplace.

This is a full-time role based in our Arrowtown office with a start date any time between now and early-October – let us know what suits you! This is a contract role and will run until the end of April with the opportunity for the right applicant to move into a permanent position following a successful summer season, at the discretion of NZ Trails.

If this sounds like you, please email amanda@newzealandtrails.com with your CV and a cover letter that explains why you're the perfect fit!

If you have any questions about the role, just get in touch with Amanda at amanda@newzealandtrails.com.