

Senior Consultant (full-time) & Chief of Staff (part-time)

Take your career further with BBS Communications Group in either of these two roles.

- Accelerate your professional growth with experience in a dynamic agency environment
- Develop your skills across multiple disciplines and industries
- Work on high profile national campaigns
- Manage staff and/or client projects within a dynamic team

About the Role

We are a busy and vibrant office and are looking for people with a passion for their work. You'll create and implement highly effective communications campaigns for some great national clients – consumer products, corporate/finance, health, property/development and more.

If you want to grow your skills, expand your knowledge and networks, there is no better place to do it than in an agency of like-minded and talented people.

BBS is looking for people who are outgoing, have great people skills and EQ and who take pride in their work. And, we love team members who are self-starters and who can grab an idea and make it happen.

Senior Consultant Role

Applicants will preferably have 3-7 years' experience and a background in an agency and other roles. Strong skills in media relations and corporate writing would be highly valued.

Our Senior Consultants can work autonomously but also within a team and are responsible for client achievement and satisfaction. You will have direct client contact and be responsible for delivering work and strategic advice to these clients.

Advancement opportunities include Account Manager, Practice Area Leader, Associate and Senior Associate.

The successful applicant will have at least 3 years' communications experience. You must be well presented, energetic and have an excellent understanding of the media, a communications consultancy or community engagement.

Experience in digital and social marketing platforms and analytics would be highly valued. Prior agency or consultancy experience would be an advantage.

Shortlisted applicants will be expected to provide examples of work, written references and referees.

Chief of Staff Role

We are currently looking for an experienced and energetic manager to work with our teams to manage workflow, productivity and client service delivery. This role will report to the Board. Demonstrated experience in an agency environment is critical. Communications/PR project management experience is essential.



insightful, creative, passionate



Core tasks will include:

- Daily workflow management with client service teams
- Time/cost/productivity reporting
- Client work quality support
- Strategic planning and client relationship management
- Internal communications

The successful applicant will have an exceptional understanding of the agency-client relationship and the commercial aspects of managing a client case load.

The role is proposed at 20-25 hours per week, with an 8.15am start each day.

About BBS...

BBS is an award-winning, independent marketing communications agency working across Australia, New Zealand and the Pacific.

We support our clients in reputation management, product and services marketing, stakeholder engagement, digital and content marketing, plus training across all communications disciplines.

BBS is a dynamic workplace renowned for its positive workplace culture and opportunities for professional growth.

Competitive remuneration package offered for both positions.

To apply, please email with your resume & examples of writing in a PDF or MS Word format to info@bbscommunications.com.au

Closing date: 5:00pm, 23 June 2017