

iiNet Communications Team: Statement of Employment

Nikkita has worked in the iiNet Communications Team since October 2010. In that time she has taken ownership of several areas within iiNet's communications sector. These have included:

The iiNet Blog – Nikkita became the Editor of the iiNet Blog in November 2010. As a new addition to our internal and external communications, the position has required writing copy, editing copy, interviewing article subjects, photography, site moderation, seeking out contributing writers, working with staff from across the business and having input into the development and style of the iiNet Blog as it has evolved into a major communications outlet. Monthly reporting is also an aspect of the position.

Internal charity initiatives – Nikkita began working on iiNet's internal charity initiatives in November 2010. The role has involved evaluating existing operations and improving on the level of staff engagement. Nikkita has done this by using internal communications channels, working with event coordinators to host charity events, competitions and charity collections. Banking, financial remuneration and external communications are also involved in the role.

Award submissions – Nikkita took over responsibility of the iiNet Group's award submissions in April 2011. The role has required working with staff from across the business as well as external contacts to gather information, interviewing award subjects, writing and editing copy, ensuring entry requirements are met, photography, presentation building and any additional action needed to ensure award submissions are of a winning standard.

External customer communications (email) – Nikkita works with the rest of the communications team in maintaining and updating automated customer communications. She has been looking after the communications outlet since April 2011. The role requires editing copy, building templates, formatting emails and accommodating changes as necessary. Nikkita works with all areas of the business to ensure customer emails are correct and informative.

Nikkita also works in other areas of the Communications Team as needed, including formatting internal communications for members of management and the executive, looking after company sponsorships, working with the Marketing Team to increase levels of customer and staff engagement in external campaigns, ad hoc copywriting and editing work for various departments and project development.

Kind regards,



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