

CAREER OPPORTUNITY

Marketing/Project Coordinator

RESPONSIBILITIES

Work with management to develop branding and marketing strategies.

Responsible for advertising campaigns for residential and commercial properties through several marketing channels.

Social media/mobile marketing.

Liaison with vendors and general contractors.

In-house development of marketing materials.

Working with vendors to enhance corporate and project website (HTML) including website maintenance (Wordpress).

Proposal and presentation preparation.

Set-up and coordination of display units for projects.

Coordinate with and keep organized each project with the Project Managers and Administrators.

QUALIFICATIONS

Strong analytical and organizational skills, great problem solving, excellent communication, self-motivated, able to adhere to strict deadlines, and be accurate with meticulous attention to detail.

Undergraduate degree, preference will be given to those with a commerce/marketing background.

Project management experience/designation is an asset.

Two years proven marketing experience.

Exceptional leadership skills.

Excellent communication, facilitation, and decision making skills.

Advanced proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook).

Knowledge of Yardi, Wordpress, Microsoft Project, Microsoft Vision, and Adobe CS5 would be considered an asset.