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MARKETING COORDINATOR

About Polygon

British Columbia owned and operated since 1980, the Polygon family of companies has built more than 27,000 homes throughout the Lower Mainland, from concrete high-rises and wood-frame condominiums to townhomes and single-family communities. With over three decades in business, Polygon has earned the trust of thousands of families by committing to quality design, sound construction and exceptional customer service

Reporting to the Senior Vice President Marketing, Polygon is looking for an enthusiastic and energetic Marketing Coordinator. Assisting in all areas of our marketing team, this multi-faceted position offers an immersive roll within the vibrant real estate industry in Vancouver

Responsibilities

- Responsible for the coordination of production and approval of marketing floorplans and collateral
- Coordination and trafficking of media bookings
- Assisting with the creation, approval and printing of marketing collateral
- Creation and deployment of email marketing campaigns
- Assisting with digital marketing campaigns and social media content
- Coordination of direct mail campaigns
- Collaboration with marketing team on brand initiatives and project marketing campaigns
- Event planning for community launches and special events
- Assist with the coordination of signage and communication materials for homeowner move-in experience
- Coordinating and assisting styling for photo and video shoots
- Manage, organize and archive project files
- General administration and support functions

Requirements

- University level education (or equivalent)
- A team player with strong interpersonal, communication and organizational skills
- Knowledge of Microsoft Office and basic design software such as InDesign
- Strong communication skills (both written and verbal)
- Cantonese and Mandarin language fluency highly beneficial

If we are a match

Polygon offers competitive salary and benefit packages along with a reputable corporate culture as a leader in the industry. Please email your resume and cover letter to careers@polyhomes.com.

We thank all applicants for their interest and will only be in touch with shortlisted candidates.

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polyhomes.com

