



Aspac Developments
Position: Assistant Manager, Aspac Club
Location: Richmond

Aspac Developments Ltd. (Aspac) is a Vancouver based developer of world class properties since 1993. It is widely recognized for redefining the Coal Harbour area in the heart of downtown Vancouver, and is now in its third phase of developing homes across 27 acres of land along the Fraser River next to the Olympic Oval in Richmond.

Aspac is searching for an Assistant Manager for its Aspac Club founded in 2014. This Club is the first of its kind conceived by Vancouver real estate developer and offers benefits to a select audience through an alliance with prestigious retail partners.

The Assistant Manager will be responsible for:

- maintaining close relationships with existing partners as well as procuring new partnerships
- planning and executing social events in collaboration with Aspac Club's lifestyle partners and consultants
- updating the Aspac Club website and monthly newsletter
- managing the Club members' profiles (via MailChimp)
- assisting to the Club members' inquires

The successful candidate should have:

- a university degree in a related field
- three plus years of experience in public relations, event planning, marketing and communications
- strong written communication in English and Chinese
- fluency in English, Mandarin & Cantonese
- attention to details and proficiency in Microsoft Office, Excel, Adobe software
- experience with various Social Media platforms, WeChat, WordPress, MailChimp and Lasso
- ability to handle challenging member issues with patience, tact and professionalism

To apply, please send your resume with cover letter to info@aspac.ca. We thank all applicants in advance, but only qualified candidates will be contacted.

