

Position: Marketing Assistant

ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America. With more than 370 acres in our growing portfolio, SHAPE currently manages +2.7M sq. ft. of commercial space with +3.5M sq. ft. of commercial and residential space under construction. As one team with a full range of real estate services, our projects benefit from seamless collaboration and communication across departments, locations and areas of expertise. Our group of companies is designed to operate together as a fully integrated platform or independently to add specialized value. With a thoughtful approach and continuous pursuit of innovation, we strive to deliver the best of retail, residential, office and mixed-use real estate world-wide.

SHAPE THE ROLE

Shape Marketing:

SHAPE prides itself in the strong, consistent and timeless brands we build for each of our projects. From our residential sales process to the events at our shopping centres, every interaction is an opportunity to create a memorable experience. Our in-house marketing team is the driving force behind our residential marketing and sales program, shopping centre marketing, corporate branding, public relations and all public facing communication. We're a young, energetic team that takes a fresh approach to everything we do. We challenge the norm and disrupt industry standards. We seek inspiration from the best brands world-wide to stay ahead of trends, create impact and drive meaningful results.

Marketing assistant opportunity:

SHAPE is seeking a Marketing Assistant to join our corporate office team. The Marketing Assistant will be the key support for all marketing, advertising, public relations and communications initiatives. They will assist with project coordination, supplier correspondence, industry research, general administration and ongoing efforts to help the team operate as effectively as possible. This is an opportunity for exposure to all elements of marketing within a dynamic and supportive team environment.

PRIMARY RESPONSIBILITIES

Project Assistance

- Liaising with suppliers including printers and creative agencies

- Budget management
- Managing purchase orders and invoices
- Liaising between our marketing and finance teams to ensure proper billing
- Reviewing and consolidating feedback on marketing collateral
- Taking and distributing meeting minutes
- Meeting set up and logistics
- Event coordination

Advertising Support

- Monitoring print and online advertising placements
- Creating analytics reports
- Liaising with publications on requirements and deadlines

Reporting

- Compiling data from market research
- Gathering updates on our projects for distribution to SHAPE's executives
- Tracking goals and metrics
- Pulling shopping centre sales and traffic reports

Research

- Gathering case studies and inspiration for social media, events and campaigns
- Competitive research in residential and commercial real estate
- Investigating options for suppliers and vendors

WORKING CONDITIONS

The successful candidate will work at SHAPE's corporate office, located in the downtown Vancouver business district.

QUALIFICATIONS

Required Knowledge and skills

- Collaborates seamlessly with team members, external vendors and other departments within SHAPE
- Eager, positive and willing to learn

- Strong computer skills and proficiency in MS Office

Beneficial Knowledge, Skills and Abilities

- Knowledge of fashion, trends and new brands
- Social media savvy
- Understanding of Metro Vancouver's real estate market

Beneficial Training and Experience

- Experience in marketing, communication or project management
- Undergraduate degree in Marketing or Communication

BENEFITS

- Join SHAPE in leading projects that are changing North America's real estate landscape
- Personal and professional development within the company and the industry
- A competitive salary and benefits package
- An empowering and autonomous work environment
- Collaboration and mentorship from SHAPE's marketing team

To apply, please visit our website at <http://shapeproperties.com/careers>