

**Position:** Marketing Coordinator

**Location:** Vancouver, BC

### About BOSA:

The story of the Bosa Family Companies is one of entrepreneurship, commitment and a passion for construction that began over 50 years ago. The wholly-integrated, family-run company is backed by a longstanding history of excellence in development, contracting, and asset-management, making it one of Canada's most respected privately-owned brands. With an uncompromising commitment to quality construction and innovative design, the Bosa Family Companies – through its subsidiaries, Bosa Properties and BlueSky Properties – has cemented its reputation as one of the British Columbia's top developers, and boasts an extensive portfolio of residential, commercial, industrial and mixed-use urban properties.

Bosa is proud to have been named an Aon Best Employer for 2016 and 2017, ranking among the top 1/4 of all Canadian employers based on engagement, leadership, performance culture and employment brand.

### About the Role:

Reporting directly to the Vice President of Marketing, your average day will include:

- Coordination of project marketing initiatives and deliverables, in consultation with the project Marketing Manager(s);
- Coordination of media schedules and daily management of outside vendors;
- Coordination and planning of project events, including onsite event management;
- Coordination of content marketing schedule, creation of email campaigns, and reporting;
- Coordination of social media accounts and management of vendor partners;
- Sourcing and administration of quotations related to project marketing deliverables, and coordination with outside vendor partners;
- General administrative tasks, as required;
- Participation in brainstorming and idea generation for ongoing campaigns;
- Support of the Marketing Department, as required;
- Preparation of reports for the Executive team, as required.

### What you Bring:

- You have post-secondary education in a discipline relevant to marketing or communications;
- You have a minimum of 1-2 years' experience in a marketing/communications role – real estate experience preferred;
- You have strong computer skills and an excellent knowledge of MS Office programs;
- You are familiar with Salesforce CRM and/or Pardot Marketing Automation, or similar;
- You have the ability to use Adobe Creative Suite (Photoshop, InDesign, Illustrator) for basic applications;
- You know basic HTML and CMS management, and have an understanding of SEO;
- You have excellent communications skills and would consider yourself a strong writer – language skills are preferred, but not required.

## About You:

- You're equal parts creative and organized;
- You're a team player who's positive, upbeat and easygoing;
- You pay attention to the details and have an eye for beautiful things;
- You're efficient and intelligent, and are confident in your decisions;
- You're a strong communicator – both in person and in writing;
- You can handle a bit of chaos in your day, and don't mind adjusting your schedule on the fly;
- You're the hands-on type and are a self-starter.

## Your Rewards:

Our most important offering to anyone that joins the Bosa Properties team is our culture of innovation, achievement, and ownership. We bring out the best in each other by constantly striving to be world class in all we do. These values are reflected in our Real Estate Projects, our Company, and our People.

At Bosa, we also offer a very competitive compensation structure that supplements your regular income with a robust benefits package:

- **MSP, Medical and Dental Coverage:** Our industry leading benefits package covers you and your dependents at no cost
- **RRSP Matching:** We support your future goals by matching up to 5% of your RRSP contributions.
- **Friends and Family Program:** Early and exclusive access to our newly released projects
- **BOSAconnect™:** Our annual development conference that is designed and hosted by our leadership and complemented by a range of world-class speakers and workshop experts.
- **Professional Development and Education Support**

## How to Apply:

Please submit an application through our [career portal](#). We value your interest in the Bosa Family of Companies. While we can only respond to shortlisted applicants, we will keep your information on file and consider you for future opportunities as they come available.