



LEDINGHAM McALLISTER

Job Description

Position: Communications Coordinator

Date: August 10th, 2020

Are you the person in your friend group dubbed 'the organized one'? Are you all about the details? Does the idea of no two days alike excite you? Enough with the questions – if this sounds like you; you may have found your perfect fit.

BC's original homebuilder, Ledingham McAllister, is looking for an energetic and enthusiastic person to join our tightly knit marketing team.

What We Want From You:

- Excellent time management and organizational skills – we love lists
- You thrive in constantly changing situations and are quick to adapt
- Exceptional attention to detail (there's a spelling error in this description, please tell us what it is in your application email)
- The confidence and personality to deal with all types of people – you don't get intimidated easily
- An interest in real estate development and want to learn more about this ever-changing industry
- Experience with CRM systems and creating eblasts
- Social media / digital savvy including all Microsoft Office applications, social media channels, WordPress and Google Analytics

What We Need:

- 1+ years' experience in a Marketing, Communications or Graphic Design role
- Experience managing social media, booking ad campaigns and managing website development
- Completed formal education in Marketing, Communications, English or Graphic Design

What You Get:

- A full benefits package
- Competitive salary based on your experience and industry standards
- Awesome co-workers (you must be okay with bad jokes, constant photos of dogs and sharing sushi)
- A coveted position with a local company with an amazing reputation since 1905

What You'll Do:

- Collaboratively manage and coordinate corporate and project specific related content
- Create and manage SEO, SEM, SMM, CPC Campaigns & online and print advertising campaigns
- Work with Graphic Designers to develop marketing collateral
- Influence website development and maintain current websites
- Set up and maintain sales and marketing CRM system
- Collaboratively manage and coordinate creation of e-communications, voicemails, etc.
- Coordinating between sales staff, head office, trades etc.
- Printing and production of marketing materials
- Perform any other duties and responsibilities as assigned
- And much more

If this sounds right up your alley – we want to meet you.

Please apply with your resume and a brief description about yourself and why you believe you're the ideal candidate. Any candidate who sends a resume or cover letter with spelling or grammatical errors will not be contacted, no matter how otherwise qualified.

Please email resume and cover letter in confidence to:

Candice Whitlaw

cwhitlaw@ledmac.com

Subject: Communications Coordinator

No recruiters. No phone calls. Only qualified candidates will be contacted.