



Employment Opportunity

Position: **Marketing Operations Coordinator**

Date: April 2021

Are you the person in your friend group dubbed 'the organized one'? Are you all about the details? Does the idea of sitting at a desk all day bore 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
- A desire to have no two days alike – 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
- A forward thinker with exceptional problem-solving skills – you're always thinking two steps ahead
- Experience or an interest in Real Estate Development – and a desire to learn more about this ever-changing industry

What We Need:

- Completed post-secondary education in marketing, sales or interior design or related studies
- Experience in a marketing, event planning, administrative or related role is a definite asset, but not required
- A valid driver's license and a well-functioning vehicle (**please do not apply if you do not have this**)
- Experience with Microsoft Office, Adobe Creative Suite & WordPress – Knowledge of Lasso CRM, Spark CRM, HTML & Hootsuite an asset, but not required

What You Get:

- A full benefits package
- Competitive salary based on your experience and industry standards
- Awesome co-workers
- A coveted position with a local company with an amazing reputation since 1905

What You'll Do:

- Management of pristine presentation-calibre landscaping with the appropriate suppliers and trades at all of our Presentation Centres
- Moving, set-up, and tear down of display homes
- Maintenance and cataloging of corporate warehouse contents (if getting your hands dirty isn't your thing, please don't apply)
- Maintenance of sales office needs including supplies, operations, and presentation standards – both interior and exterior
- Coordinate between marketing and sales staff, head office, vendors, etc.
- Building and maintaining strong relationships with a wide variety of trades, vendors and consultants
- Assist Marketing Manager with coordinating the creation of marketing materials such as brochures, handouts, wall graphics, signage, advertisements, etc.
- Assist in the management of marketing timelines for multiple projects running concurrently and ensure all deliverables are completed on schedule
- Event planning including catering, rentals, set-up and take down
- Assist in maintaining marketing budgets to minimize costs – this may include tendering service contracts
- Assist in any overflow tasks necessary from the sales and marketing team that may include:
 - Interior and exterior graphic coordination

- Printing and production of marketing materials
- Assist and provide head office reception duties (relief) as required
- And much more

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

This role is one of great responsibility, and those who have thrived in this position in the past, have moved into senior marketing positions over time.

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 your resume and cover letter in confidence no later than **April 27th, 2021** to:

Attn: Siobhan Dagleish

Email: sdagleish@ledmac.com

Subject: Marketing Coordinator Opportunity

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