

Marketing Coordinator

We are Alabaster. Our business is real estate development and shared office space, but we view ourselves as a team of community builders. We love what we do – and it shows! To help support our strong growth, we are seeking a bright and meticulous professional to join our marketing team.

The individual in this role will report directly to the Marketing Manager and will be responsible for assisting the sales and marketing teams for Alabaster Homes and Pavilion Cowork (our shared offices spaces) as an integral member of our Marketing Team at our Vancouver office. Core responsibilities will include:

- Marketing Support
 - o Email Marketing
 - Email creation
 - Copywriting
 - CRM system management, updates, and tracking
 - o Assist marketing team on all marketing functions including but not limited to:
 - Quoting
 - Coordination of vendors and partners
 - Market research
 - Content creation
 - Award entries
 - Administration
 - o Assist marketing team on all asset creation and execution, including and not limited to:
 - Brand and logo
 - Advertising
 - Photography
 - Illustrations
 - Videography
 - Interactive systems
 - Renderings and models
 - Signage
 - Website
 - Floorplans
 - Copywriting
 - Print material: brochures, handouts, mailers, stationary, etc.
 - o Event coordination and planning
 - Quoting and budgeting
 - Planning and day of coordination
 - o Social media coordination
 - Content creation: videos, photography, and copywriting.
 - Storytelling
 - Posting and engagement
 - Scheduling
 - Reporting

Who You Are

You are an organization powerhouse – you sweat the details and take pleasure in “dotting the i’s and crossing the t’s. You are passionate about learning and take pride in getting the job done right. You are willing to pull up your sleeves and do whatever is needed to get the job done. You thrive being a part of a small tight knit team that works hard, keeps it real, and has fun doing it!

In addition to these qualities, you possess:

- A post-secondary education in Marketing, Real Estate, Communications, Public Relations, Business Administration or a related field
- 2+ years previous experience in marketing, experience in real estate marketing a bonus.
- Strong working knowledge of Google Suite, Microsoft Office and Adobe Reader.
- Clear effective communication skills
- Positive attitude with willingness to learn
- Ability to adapt in a fast-paced changing environment
- A calm problem solver who excels in time management, multi-tasking and prioritization
- Knowledge of Vancouver real estate market is an asset

How to Apply

- Submit a resume and brief cover letter to info@alabasterhomes.ca
- In subject line include: “Application for Marketing Coordinator – M071921”
- Position will be available until filled
- Notes: Full-time position with benefits; salary and bonus range dependent on experience; only select candidates will be contacted for an interview