

Sales & Marketing Administrator

Location: Downtown Vancouver Office

Summary: We have an exciting opportunity for a talented professional to join the Sales & Marketing Team in Vancouver as an Administrator. Marcon is looking for an energetic team player who is both professional and extremely organized, excelling in a fast-paced, quick-thinking environment. Reporting to the Director of Sales, this role is perfect for someone who loves thinking on their feet and brings enthusiasm for independent problem solving. The ideal candidate has a natural passion for multi-tasking and is highly detail oriented. Bonus points for candidates with relevant administrative experience and/or an interest in sales, marketing, and interior design.

About Us

Many people (and a few pets) will spend their lives in a Marcon home, so we have to build it right, every time. Marcon is an established and trusted name in the construction community. If a project needs building, we can do it. Low-rises, high-rises, townhomes, retail centres, industrial parks—we have built them all. Over the last several years, we've been expanding into the real estate development space and managing our own projects from conception through to execution and completion. None of this is possible without a hardworking team, working together, to make it all happen. That's why we're looking for people who are eager to join an intelligent and motivated team to create something bigger than themselves and build communities that will impact a neighbourhood in infinite ways.

About the Role

The Sales & Marketing Administrator takes on a key supporting role in the organization and execution of several department-focused administrative tasks. The role seeks a confident individual who is able to time manage and prioritize. Duties include:

- Writing and organization of project POs and SOWs; liaising with accounting and tracking work scopes as required
- Obtain quotations (as required) and place orders for sales centre supplies, including balloons, helium, water, office supplies, business cards, floor plans
- Arranging operational and deficiency needs for sales centres including alarm systems, lighting, HVAC system repairs, cleaning, phone/fax/internet lines, general maintenance and upkeep etc.
- Seek proposals and arrange vendors for special events as required – caterers, florists, bands, rental equipment, etc.
- Oversee the set up, moving, and closing down of sales centers as required
- Assist Sales, Marketing & Interior Design Directors with outstanding item follow up with vendors and other team members
- Managing, updating and circulating weekly internal meeting minutes

- Coordinating and facilitating internal and external meetings (confirming suitable times between involved parties, sending meeting invitations, making adjustments if needed due to schedule conflicts)
- Monthly reconciliation of sales, marketing and interior design credit cards
- Assist sales, marketing and ID directors with special projects as required
- Creating and updating spreadsheets and workflow items as required

About You

- A solution-oriented, positive-thinking person who enjoys working in a multidiscipline collaborative environment
- Exceptionally good at prioritizing, time managing, and multi-tasking
- Highly self-motivated, detail-oriented and organized
- Able to excel under pressure, and pivot gracefully when there is a change in plans
- An excellent communicator, with both internal stakeholders and external parties across many platforms (in person, via email, via telephone)
- Resourceful in problem-solving situations
- Self-directed, able to work independently yet self-aware to know when to reach out for guidance and support
- Decidedly trustworthy and accountable
- Very articulate communication skills, both verbal and written
- Superior understanding of the English language, with strong writing and editing skills
- Robust computer skills: a high proficiency in MS Office (Word, Excel, PowerPoint and Outlook) is essential
- A post-secondary school diploma/degree
- A valid driver's license and a vehicle, to facilitate visits to and from Marcon's sites across the Lower Mainland

What We Offer

- Personal and professional development opportunities
- Excellent group health benefits
- The ability to influence and make a significant impact
- Dynamic fun work environment with a great team of people
- Competitive compensation package

If you are an enthusiastic and hard-working individual who is interested in being a part of our team, then we want to hear from you!

To Apply

Individuals meeting the criteria above are encouraged to submit their resume with cover letter online at www.marcon.ca under "Careers." [Click here](#) to be redirected. While we thank all candidates for their interest, only those selected for follow-up will be contacted.