



Employment Opportunity

Position: Jr. Sales + Marketing Coordinator

Date: October 19, 2018

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? Are you not afraid to get your hands dirty? 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
- An interest in Real Estate Development and want to learn more about this ever-changing industry

What We Need:

- A valid driver's license and a well-functioning vehicle (**Please do not apply if you do not have this**)
- Completed formal education in marketing, communications, sales or interior 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:

- Moving, set-up, and tear down of staged and 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

- Event planning including catering, rentals, set-up and take down
- Management of pristine presentation-caliber landscaping with the appropriate suppliers and trades
- Develop, execute and manage marketing budgets to minimize costs – this may include tendering service contracts
- Assist marketing manager with coordinating creation of marketing materials such as brochures, handouts, wall graphics, signage, advertisements, etc.
- Coordinate between sales staff, head office, creative agencies, trades, etc.
- Run weekly and monthly reports for all campaigns, ensuring upper management is aware of results
- Approve vendor invoices on a monthly basis ensuring all appropriate back up is included
- Assist in any overflow tasks necessary from the sales and marketing team that may include:
 - Social media management
 - Interior and exterior graphic coordination
- 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 resume and cover letter in confidence by no later than **November 30th, 2018** to:

Candice Whitlaw
cwhitlaw@ledmac.com
Subject: Jr. Sales & Marketing Coordinator

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