

MARKETING AND COMMUNICATIONS COORDINATOR

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Whistler Personnel Solutions - ReMax Realtor
City of the Job	Whistler
Address of the Job	
Job Type	;#Part Time;#year-round;#
Availability Requirements	;#Flexible schedule with office hours on Mondays and Thursdays ideally.;#
Level / Salary Range	\$20-\$25/hr
Years of Experience	
Position Area	
Date Job Posted	11/22/2018 12:00:00 AM
Application Deadline	12/22/2018 12:00:00 AM
Contact Name	Jacki
Contact Phone Number	
Contact Email	talent@whistler-jobs.com
How to Apply	TO APPLY: www.whistler-jobs.com/job/marketing-coordinator/ Applications received via email will be redirected to the website
Job Description	<p>One of Whistler’s most successful and well established RE/MAX REALTORS® has an opening for a part-time, year-round Marketing and Communication Coordinator.</p> <p>Ideal for a talented marketing professional who can ensure that our client is consistently one of the most innovative digital marketing Realtors in Whistler.</p> <p>Part-time, flexible hours and generous compensation package.</p> <p>Summary of Responsibilities:</p> <ul style="list-style-type: none"> - Ensuring the brand is consistent with being the most innovative digital marketing Realtor in Whistler. - Developing and executing the marketing plan from beginning to end under the guidance of the Team Leader. - Creating and launching of innovative digital campaigns to maintain local market leadership and a global reach. - Carrying on and improving current marketing campaigns. - Ensuring brand standards are adhered to and updated to reflect current objectives as needed.

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	<ul style="list-style-type: none"> - Ensure professional design and concise messaging in all marketing materials. - Overseeing and developing Team and Brand Marketing initiatives as well as individual listing marketing campaigns. - Managing the print, newsletters, social media, newspaper ads and other marketing initiatives. - Management and maintenance of the CRM software and client database. - Google & SEO coordination and monitoring including Google Analytics and Reports. - Delivering consistent, clear and compelling client communication campaigns. - Rolling out online video marketing campaigns featuring the team and listings (basic online editing required) - Coordinating marketing projects to meet objectives and deadlines.
Accessibility	
Desired Qualifications and Experience	<p><i>The Perfect Candidate</i></p> <ul style="list-style-type: none"> - Digital Marketing Expert with a broad range of marketing and social media experience. - Post education, diploma or degree in marketing or communications preferred. - Excellent written and verbal communication skills as well as strong admin skills. - Experience with real estate industry or sales very beneficial. - Expert in Social Media Platforms, Google Ads and Analytics and MS Office. - Experience with CRMs, Google Docs, Dropbox and other digital communication platforms. - Able to write and design clear and concise client communications, templates and newsletters. - Strong understanding of SEO strategies and reporting. - Strong knowledge and comfort with computers and mastering new programs. - Adept at capturing and prioritizing tasks (a list-maker) and able to work independently and focus on completing each assignment. - Highly intelligent and personable. Outgoing and friendly; People oriented. - Thrives in a collaborative and supportive team environment; Works well with other RE/MAX teams and administrators; - Professional manner consistent with brand image and sophisticated international client base.

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	<ul style="list-style-type: none"> - Excellent attention to detail and committed to doing things the right way the first time. - Ideally a well-established Whistler local who loves the mountain lifestyle and wants to have an exciting career at the same time. <p><i>Additional Information About the Role:</i></p> <ul style="list-style-type: none"> - Part-time, year-round, long-term position with potential for full-time hours and growth. - Starting wage in the range of \$20-\$25/hour depending on qualifications plus opportunities for generous performance-based bonuses and rewards. - Flexible schedule with office hours on Mondays and Thursdays ideally. - A warm, friendly, open RE/MAX family work environment and social club. - Exciting and energetic team environment with a fun social-club including a large network of successful locals. - Laptop and cel phone allowance will be provided.
Opportunity Type	?