



## **Sales and Marketing Assistant**

Pioneer Log Homes of British Columbia is hiring a Sales and Marketing Assistant to provide support in our Corporate Office. This position is three-fold, providing reception duties, sales and marketing support, and social media expertise. The ideal candidate should possess strong design and writing skills, be a pro-active self-starter, and able to work with little supervision.

### Responsibilities:

- Reception duties including answering phones, directing calls, responding to inquiries, and greeting clients in a professional manner
- Provide administrative support to sales and operations teams including contract administration
- Copywriting and editing of marketing materials including: blog posts, newsletters, brochures, email campaigns, advertisements, and other promotional pieces
- Develop content, update and maintain website and social media platforms (Facebook, Twitter, Pinterest, LinkedIn, Instagram, Google+, YouTube, etc)
- Create and maintain an overall social media plan with both short-term initiatives and long-term brand campaigns; track social media engagement and create reports
- Expand Pioneer Log Homes' email list and online community across all platforms (including company blog, Facebook, Twitter, Instagram, etc.)
- Advise on latest social media, advertising, marketing technology, trends and best practices
- Maintain and ensure computer database, corresponding files and client records are up to date and accurate
- Coordinate travel arrangements for employees and contractors by providing efficient service in booking the most cost-effective and practical solutions
- Maintain Client Relationship Management (CRM) system
- Implement and maintain file management systems

Desired Skills and Experience:

- Knowledge and understanding of social media platforms (Facebook, Twitter, Pinterest, Instagram, YouTube, Linked In, Google+, etc.)
- Proficiency in Word, Excel, PowerPoint, and the Adobe Creative Suite, especially Adobe Photoshop
- Must possess the ability to think creatively, write with the ability to tell a story, and have strong editing skills
- Experience booking complex flight itineraries would be considered an asset
- Excellent communication, organizational and writing skills
- Ideal candidate will be energetic, creative and a hardworking professional
- Ability to work on multiple projects simultaneously and manage timelines
- Positive attitude and good work ethic
- Self-motivated and versatile enough to work in a team setting, or independently without constant supervision
- A great attitude!

Wage commensurate with experience

**CLOSING DATE: August 11, 2017**

If you meet the above requirements and want to be part of a successful team offering a bright future then we want to hear from you! Please submit your resumé **showing how you meet the requirements** to [hr@pioneerlghomesofbc.com](mailto:hr@pioneerlghomesofbc.com).

Only those applicants selected for an interview will be contacted.