

Position Summary

Reporting to the National Marketing Manager, this newly created position will provide the opportunity to play a key role in the growth of our brand throughout Western Canada.

Key Responsibilities

- Create, design and develop marketing assets, such as social media graphics, e-magazine, digital assets, print brochures, landing pages etc.
- Play a key role in the maintenance of GB's social media and intranet content
- Assist in the development of sales proposals (RFPs) by creating content and compiling documents
- Collaborate with team members to coordinate Govan Brown employee parties, trade show events, as well as community charity activities and events
- Provide top notch service to internal customers by responding to requests with a sense of urgency
- Liaise internally with other departments, including the project management group, marketing and with business development partners in our national offices (Toronto, Calgary, Edmonton, Winnipeg, Ottawa)
- An excellent communicator with an ability share are convey concepts and ideas.
- Act as an ambassador of Govan Brown by attending relevant industry events that build our profile and brand
- Perform other duties as assigned

Desired talents and experience

- 3+ years of marketing experience
- University or College degree / diploma in Marketing and or Graphic Design
- Advanced experience in the Adobe Creative Suite: Photoshop, Illustrator, InDesign is a must
- Previous roles in a professional services, commercial construction or real estate, agency, interior design or design industry environment is an asset
- Loves being creative in the design of marketing materials, including graphic layout
- Able to create engaging content for marketing materials
- Self- motivated with the ability to take initiative and work in a fast-paced environment, handling competing demands
- Can effectively work in both an independent and team environment with a "get'er done attitude"
- Computer proficiency in Microsoft Office Suite: Word, PowerPoint, Excel and Outlook
- An excellent communicator with an ability share are convey concepts and ideas
- Ability to work remotely with little supervision

Interested or know someone?

Please send your resume and cover letter to:

Danielle Rajwani, Human Resources

drajwani@govanbrown.com

Govan Brown is an equal opportunity employer and we would like to thank all applicants for their interest. Please note that we will only be contacting the candidates under consideration.