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## Marketing specialist

**Posted by:** AP Canadian Immigration Services

**Posting date:** 05-Nov-2024      **Closing date:** 25-Nov-2024

**Education:** Bachelor's Degree (preferred)

**Language:** English

**Job location:** Victoria

**Salary:** \$29.50 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** DISJ2776781

## Job description:

### Work setting

- Consulting firm
- Business

### Responsibilities

### Tasks

- Answer written and oral inquiries
- Assist in the preparation of brochures, reports, newsletters and other material
- Co-ordinate special publicity events and promotions
- Develop and organize workshops, meetings, ceremonies and other events for publicity, fundraising and information purposes

- Gather, research and prepare communications material
- Prepare and/or deliver educational, publicity and information programs, materials and sessions
- Prepare or oversee preparation of reports, briefs, bibliographies, speeches, presentations, Website content and press releases

### Supervision

- 3-4 people

## **Experience and specialization**

### Computer and technology knowledge

- MS Office
- Adobe Photoshop
- MS Excel
- MS PowerPoint
- MS Word

## **Additional information**

### Work conditions and physical capabilities

- Work under pressure
- Tight deadlines
- Fast-paced environment
- Attention to detail
- Overtime required

### Own tools/equipment

- Computer
- Internet access

### Personal suitability

- Client focus
- Excellent oral communication
- Excellent written communication
- Organized