

**Expired**



## **Marketing Specialist - Advertising**

**Posted by AP Immigration & Employment Services LTD.**

**Posting Date :** 09-Jan-2025

**Closing Date :** 29-Jan-2025

**Location :** Surrey

**Salary :** \$\$30.30 Per Hour

### **Job Requirements**

- **Education:** High School Diploma
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5885417

### **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

## **Experience and specialization**

### Computer and technology knowledge

- MS Excel
- MS PowerPoint
- MS Word

## **Additional information**

### Transportation/travel information

- Public transportation is available
- Willing to travel regularly
- Valid driver's licence

### 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

## **Benefits**

### Health benefits

- Dental plan
- Health care plan
- Vision care benefits

**Posted on Disabled job Portal**