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## Marketing Specialist - Advertising

**Posted by:** AP Canadian Immigration Services

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

**Education:** High School Diploma

**Language:** English

**Job location:** Victoria

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

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** NCJ1956524

## 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

## **Experience and specialization**

### Computer and technology knowledge

- MS Excel
- MS Word

## **Additional information**

### Security and safety

- Bondable

### Transportation/travel information

- Willing to travel
- Own vehicle
- Willing to travel regularly

### Work conditions and physical capabilities

- Work under pressure
- Attention to detail

### Own tools/equipment

- Computer
- Internet access

### Personal suitability

- Excellent oral communication
- Excellent written communication
- Flexibility
- Initiative
- Organized
- Team player

## Benefits

### Health benefits

- Dental plan
- Disability benefits
- Health care plan
- Vision care benefits

### Other benefits

- Parking available