

**JOB OPPORTUNITY  
2010 - 03**

**Title:** Marketing Assistant/Specialty Leasing Co-ordinator  
**Location:** Marlborough Mall & Westbrook Mall, Calgary, Alberta  
**Reporting To:** Marketing Director & Centre Manager

**Tasks & Responsibilities:**

- Assist Marketing Director, as required, on Planning and Execution of all Advertising, Sales Promotion and Special Events;
- Assist Marketing Director in developing correspondence, maintaining a filing system and other administrative tasks;
- Assist Marketing Bookkeeper in the maintenance of tenant A/R records for over 220 tenants;
- Maintain tenant newsletter and e-newsletter, including design and written articles;
- Assist Marketing Bookkeeper with all monthly A/P records;
- Meet with outside Advertising, Media and Printing Companies and co-ordinate related projects;
- Contest management and execution;
- Maintain current records of all advertising materials;
- Assist with all research as required;
- Maintain and co-ordinate all Website updates as required;
- Liaise with tenants, as required;
- Oversee Customer Service department; including staff/scheduling, training and gift card program;
- Prepare cohesive annual revenue generating programs for non-leased areas of the centre;
- Prepare annual budget for all Mall Services programs and review with Centre Manager;
- Oversee Specialty Leasing programs (Carts, Kiosks, Vending, Trade Shows, etc.);
- Develop and implement additional revenue producing programs;
- Provide monthly financial reports on Mall Services Activities;
- Prepare and Control all Short Term Lease documentation in concert with Centre Manager;
- Collect all monies due from Mall Services programs;
- Ensure that Mall Services programs and participants meet quality standards for merchandise, aesthetics and operations;
- Visit area centres, trade shows and exhibits to prospect for new VIP retailers, trade show participants, Cart and Kiosks merchants;
- Assist Temporary Tenants with store presentation;
- Liaise with Marketing Director on implementation of marketing plan and develop add-on programs and events to marketing program to generate additional revenue;
- Participate on centre sponsored local charitable events committees;
- As an integral member of the centre's management team, interface with other members of the team and contribute to overall activities.
- Other duties as assigned.

**Skills & Experience Required:**

The successful candidate will possess:

- A high level of creativity and energy;
- Prior experience in a marketing, advertising, customer service and/or leasing environment;
- Ability to work independently and in a "Team" environment;
- Ability to delegate and supervise a project team;
- Computer literate – Windows XP, Excel, Word, Simply Accounting, Adobe Illustrator, Internet;
- Basic Bookkeeping and record keeping skills;
- Experience in deal making (3 years);
- Self motivated, innovative and able to deal within chaotic and challenging environment;
- Excellent interpersonal and communication skills (written and oral);
- Experience in organizing and executing special events/promotions;
- Management experience;
- Must be able to provide Clear Police Record Check;
- Previous Specialty Leasing experience a definite asset;
- Must have own transportation.

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than March 15<sup>th</sup>, 2010 to:

**Kim Wiltse, Marketing Director**  
**Marlborough Mall**  
**#1464, 515 Marlborough Way NE , Administration Office**  
**Calgary, Alberta T2A 7E7**

**Fax: (403) 207-5688**  
**Email: kwiltse@20vic.com**