

JOB OPPORTUNITY

2010 - 27

Title: Marketing Assistant
Location: Pickering Town Centre, Pickering, Ontario
Reporting To: Marketing Director

Tasks & Responsibilities:

- Assist Marketing Director, as required;
- 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 200 stores & services;
- 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, Focus Groups and Intercept Surveys, as required;
- Maintain and co-ordinate all Web side updates as required;
- Liaise with tenants, as required;
- Other duties as assigned.

Skills & Experience Required:

The successful candidate will possess:

- Prior experience in a marketing or advertising environment;
- Ability to work independently and in a "Team" environment;
- Ability to delegate and supervise a project team;
- Computer literate – Windows 98, Excel, Word, Quick Books, Internet;
- Basic Bookkeeping and record keeping skills;
- Excellent interpersonal and communication skills (written and oral);
- Experience in organizing and executing special events/promotions.
- Must provide clear criminal background check.

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than October 1st, 2010 to:

Lorna Murphy, Marketing Director
Pickering Town Centre
1355 Kingston Road, Administration Office
Pickering ON L1V 1B8

Fax: (905) 420-9379

Email: lmurphy@20vic.com