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Marketing Specialist - Advertising

Posted by: AP Immigration & Employment Services LTD.

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

Education: High School Diploma

Language: English

Job location: Surrey

Salary: \$\$30.30 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: ABOJ5386046

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