



## Marketing specialist

**Posted by:** AP Canadian Immigration Services

**Posting date:** 02-Jan-2025      **Closing date:** 22-Jan-2025

**Education:** Bachelor's Degree (preferred)

**Language:** English

**Job location:** Victoria

**Salary:** \$29.50 Per Hour

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ7113647

Expired

### 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

### Supervision

- 3-4 people

### **Experience and specialization**

#### Computer and technology knowledge

- MS Office
- Adobe Photoshop
- MS Excel
- MS PowerPoint
- MS Word

### **Additional information**

#### 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

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