

Position: Real Estate Sales and Marketing Coordinator

The Opportunity:

We are looking for a Real Estate Sales and Marketing Coordinator to support our seasoned Sales and Marketing team with executing the company's corporate and project marketing strategies. Our ideal candidate is energetic, creative and takes pride in accuracy and timeliness. They are naturally positive, enthusiastic, and collaborative. If you are looking for a career where you can share your impeccable organizational and creative skills within a healthy, supportive and balanced work environment, this is the position for you.

Reporting to our Marketing Manager and VP of Sales and Marketing, the Sales and Marketing Coordinator's responsibilities include (but are not limited to) the following:

Duties:

- Managing the company's digital channels and content under the direction of the senior team, including all social media activity and accounts.
- Scheduling, placement, tracking, and synthesizing results of all advertising programs and performance metrics, and reporting on the same in order to adjust strategies based on data insights.
- Managing project marketing and sales consultants, including request for proposals, branding, asset creation, web, social, and marketing communications.
- Working closely with the senior team to execute on all project and sales centre collateral, sales tools, and display suites.
- Building upon the existing corporate and project specific strategies.
- Assisting with the development, implementation, production and distribution of project and corporate email campaigns.
- Creating and helping manage written content, editing / proofreading and layout of copy.
- Collaborating on corporate and project event planning and execution.
- Helping to build, manage and update project marketing budgets, and tracking monthly department invoices.
- Researching the latest trends (in real estate, digital media, design, architecture, AI) and presenting them to the team on a regular basis to maintain innovative edge on the industry.
- Collecting marketing intel and data as it relates to real estate market conditions and projects.

The Candidate:

As an organized, enthusiastic team player who takes pride and ownership in your work, you come with several years of experience in a creative, project management-oriented role. Working with a well-cultured, boutique and nimble developer, you can pivot quickly and execute any task, while maintaining the standards consistent with our brand and reputation.

- 2+ years of experience in a creative, project management-oriented role.
- Post-secondary education in Design, Marketing, Business, Communications or related field.
- Results oriented with the ability to prioritize and problem-solve.
- Experience with Microsoft suite, Adobe Creative Suite (Photoshop) software and HTML or WordPress.
- Proficient knowledge of Meta suite, digital advertising channels and trends.

About Us:

Qualex-Landmark™, one of Western Canada's most respected development groups, has been building boutique award-winning residential and mixed-use properties for over 30 years. Our portfolio is defined by quietly iconic communities, born out of our highly detailed approach to development. With over 2,500 homes and 23 outstanding communities built to date, our uncompromising commitment to quality construction and innovative design has cemented our reputation as a trusted developer. We are a company focused on growth and have built a philosophy of doing the right thing with a humanistic approach.

Compensation & Benefits:

- Annual salary: \$55,000-\$70,000
- Paid vacation
- Extended health insurance, including dental, vision, etc.
- Opportunity to work within an experienced industry leader.
- A cohesive, balanced and nurturing team atmosphere within a dynamic work environment.

Hours & Location:

Full-time Monday to Friday, in person role at our head office in downtown Vancouver. In addition to regular site visits to lower mainland sales offices.

To Apply:

Individuals meeting the criteria above are asked to submit their resume with cover letter in PDF format via email to careers@qualex.ca.

While we thank all candidates for their interest, only select individuals will be contacted for follow-up.