

WE ARE LOOKING FOR...

PART-TIME MARKETING ASSISTANT



WHO ARE WE

Elim Village is a leading provider of Senior's Housing and Care in British Columbia offering a variety of housing options from independent living to residential care at our Surrey Campus. In early 2014, Elim started an exciting new phase of development in the Garrison Crossing area of Chilliwack, BC. The Garrison Crossing location includes a fully occupied 64-unit 55+ rental building ('The Redwood') and a 60-unit Independent Living building that will open in April 2018 ('The Sequoia'), the first of four Independent Living buildings and two supportive care facilities designed for the site.

JOB SUMMARY

We are looking for a **Marketing Assistant** will work primarily in a sales capacity, developing ongoing positive relationships with customers and maintaining a professional image of Elim Village. This position will also collaborate with administrative and host/hostess duties, advertising and promotional material and events, product management, and all other aspects related to marketing. The Marketing Assistant will ensure customer satisfaction and a positive reflection of the organization and its values and will work closely with the facilities, business operations and care departments.

This position is PART-TIME (4 days a week) position. Competitive compensation is based on qualifications and experience. Hours of work will include Saturdays.

QUALIFICATIONS

- Post-secondary education on Marketing or related field.
- Experience in marketing, administrative, or customer service capacity would be an asset.
- Proficiency with MS Office; sales data bases and marketing software.
- Integrity, passion, and presentation skills are essential for this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Superior customer service skills and strong interpersonal skills.
- Professional and pleasant demeanor.
- Excellent written and oral communication skills.
- Must have empathy towards seniors and their families and able to work well with them.
- Must have proven ability to establish and maintain effective working relationships, dealing with diverse personalities.
- Strong written and verbal skills to communicate with all levels of the organization and its executive team.

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Join a dynamic team of committed health professionals in the continuing development of Elim Village – a complete Campus of Care where residents can age within their community.

TO APPLY

Please submit your cover letter and resume to:

Human Resources
careers@elimvillage.com
Fax 604.587.8998

While we are thankful for all applications, only those applicants selected for interviews will be contacted.