



**POSITION:** Marketing Coordinator

**STATUS:** Permanent  
Full-time

**PLACE:** To be determined

## **JOB DESCRIPTION**

The marketing coordinator is responsible for the conceiving and drafting of the media advertising for the real estate sector. The coordinator initiates programs and tools aimed at the development of customer loyalty, implants administrative procedures and effects the follow-up of the pertinent files and reports. Furthermore, the coordinator is responsible for market analysis and creating the necessary tools or programs concerning leasing.

## **QUALIFICATIONS REQUIRED**

- ✓ BAC in administration, marketing or the equivalent
- ✓ 2 to 3 years experience
- ✓ Expertise in the French and English languages, written and oral
- ✓ Excellent knowledge of the Office software
- ✓ Aptitude for forming personnel
- ✓ Alert
- ✓ Motivated
- ✓ Dynamic
- ✓ Meticulous

This job description is not to be considered complete, as each individual may be expected to accomplish different tasks associated with the objectives envisioned by the company.

We advocated equal opportunity in matters of employment.  
Only applicants selected shall be contacted.