

We're looking for a motivated, enthusiastic, highly supportive, detail-oriented, multi-talented, tech-savvy, teamwork lovin' superstar! If you think you're all this and more... we'd be pleased to meet you.

Forster Harvard Development Corp. requires a Marketing & Operations Coordinator to join its head office team in Regina, Saskatchewan. Reporting to the Vice President, Marketing & Operations, this position will provide exceptional service to stakeholders, clients, and customers, while working closely with one of Western Canada's leading real estate development teams.

Forster Harvard Development Corp. is committed to developing superior quality and highly sustainable properties with the goal of owning the assets in perpetuity. From conceptualization to completion, all projects are managed with precise attention to detail while maximizing efficiencies and economic value. Forster Harvard Development Corp.'s portfolio of owned and managed properties is comprised of 1,100 acres of commercial and residential projects, which at full build out will represent 2.5 million square feet of retail space and over 3,000 home lots. Read more: www.ForsterHarvard.ca

The Marketing & Operations Coordinator is responsible for ensuring the day-to-day office operations run smoothly, while providing marketing support to various divisions of the company. This exciting career opportunity has two primary areas of responsibility:

Marketing:

- Act as primary liaison for all marketing initiatives.
- Assist with the management of multiple brands and maintain related Brand Guidelines.
- Assist with the development and maintenance of multiple Shopping Centre Design Guidelines and related documents.
- Responsible for updating multiple websites regularly.
- Design, publish, and distribute various print and electronic brochures, digital ads, and other marketing collateral.
- Design artwork for site signage, flags, and banners and coordinate production and installation.
- Manage multiple social media accounts and maintain a consistent and positive online presence.

Operations:

- Act as primary liaison for daily office operations.
- Greet guests, respond to general inquiries, provide information, and follow up in a timely and professional manner.
- Support office operations by administering internal processes and follow up as needed.
- Manage mail and arrange for couriers as needed.
- Organize and maintain office supplies and equipment.
- Maintain electronic filing system for numerous document and photo libraries.
- Assist with the development and maintenance of various document templates, letterhead, and forms.
- Prepare internal and external written communications in a professional manner.
- Organize internal and external events, including company participation in annual industry conference.
- Participate on company social committee.
- Work collaboratively with all team members, while maintaining a positive office culture.

Preference will be given to individuals who possess:

- Previous related work experience is an asset, but not required.
- A relevant degree or diploma in business, marketing, communications, or project management is preferred.
- Exceptional attention to detail, highly organized, and creative skills.
- Impressive verbal and written communication skills.
- Proficient with Microsoft Office applications (Outlook, Word, Excel, PowerPoint, and SharePoint).
- Proficient with Adobe Creative Cloud applications (Acrobat DC, InDesign, Illustrator, and Photoshop).
- Proficient with multiple social media platforms (Facebook, Instagram, Twitter, LinkedIn, YouTube).
- The ability to succeed in a changing work environment while managing multiple deadlines.
- An interest to learn and readily take on responsibility and new tasks.
- Pride in the way you present yourself and your work.
- The ability to work independently with minimal supervision.

Forster Harvard Development Corp. offers:

- Competitive Salary, Incentive Pay, Health and Wellness Program, Group Benefits Plan, Group RRSP, Company RPP.
- Performance driven and merit-based work environment with comprehensive orientation, training, and support.

Forster Harvard Development Corp. is committed to providing challenging and rewarding employment opportunities.

If you feel you are the person we are looking for, please apply with your resume in confidence to: Careers@ForsterHarvard.ca.

Only those selected for an interview will be contacted. Thank you for your interest.