



Strategic Insurance Services

*M.O.R.E.* - Than Insurance

Motivation | Opportunity | Relationship | Education

## Marketing & Communications Assistant

**This is an entry level position. All candidates with a background in Marketing, Communication, and/or design are highly encouraged to apply.**

**Compensation: Base \$35,000 + Benefits.**

We are looking for an enthusiastic Marketing and Communications Specialist to manage our external and internal communications. You will promote a positive public image and control the dissemination of information on our company's behalf. Phenomenal communication, copywriting, and visual design skills make a strong communications specialist. Corporate communications and project management skills are highly regarded. **You will be trained on how to use a broad spectrum of marketing and social media software and tools** (including Canva, Buffer, Constant Contact etc). Prior experience, while preferred, is not a requirement. Your enthusiasm and positive attitude will help you gain the trust of colleagues and external parties alike.

### PRIMARY RESPONSIBILITIES AND DUTIES

- Develop effective corporate communication strategies.
- Manage internal/external communications (memos, newsletters etc.)
- Draft content for mass media or company website.
- Organize initiatives and plan events.
- Liaise with media and handle requests for interviews, statements etc.
- Foster relationships with advocates and key persons.
- Collaborate with marketing professionals to produce copy for advertisements or articles.
- Assist in communication of strategies or messages from senior leadership.

## **REQUIREMENTS/SKILLS**

- Solid understanding of project management principles.
- Working knowledge of MS Office; photo and video-editing software is an asset.
- Excellent communication (oral and written) and presentation skills.
- Outstanding organizational and planning abilities.
- Proficient command of English.
- Experience in web design and content production is a plus.
- Experience in copywriting and editing is a plus.
- Experience with social media tools is preferred, not required.

## **QUALIFICATIONS:**

- High school diploma or equivalent; Bachelor's Degree in Business, Marketing, Communication, or related field preferred.
- Must successfully complete pre-employment testing, drug and background check.

## **INDUSTRIES:**

Construction; Insurtech; Warranty

## **BENEFIT CONDITIONS:**

- Waiting period may apply
- Only full-time employees eligible

## **WORK REMOTELY:**

- Yes