



JOB POSTING

Bonaparte Sales Limited Partnership (BSLP) is about creating pride, loyalty, and empowerment within and outside of the Bonaparte community through responsible and successful business and operational practices.

POSITION TITLE: Marketing & Communications Specialist
SUPERVISOR: Board of Directors
TERMS: Part-Time
REFERENCE #: 2020-01

PURPOSE OF POSTION:

The marketing and communications specialist will manage our online and offline communication with clients and community members and increase awareness. Some responsibilities include responding to customers queries and comments on social media and networking during marketing events. Ultimately, you will act as our brand's voice to impress our customers and attract new clients.

DUTIES AND RESPONSIBILITES

- Coordinate the design of promotional material and distribute our products and services during events
- Advertise BSLP and products & services on various media
- Produce marketing copy for our website and plan interviews and press conferences
- Craft and send regular newsletters for BSLP's updates
- Join social media groups and professional platforms top discuss industry-related topics
- Monitor corporate website and social media pages and address clients' queries
- Network with industry experts and potential clients to rive brand awareness
- Gather customers feedback to inform sales and product teams

QUALIFICATIONS KNOWLEDGE AND OTHER SKILLS

- Combination of professional experience and completion of a University Diploma. BSc in marketing, communications, public relations
- Proficiency in MS Office and knowledge of SEO and Google Analytics
- Hands on experience with web content management tools, and marketing campaigns on social media
- Excellent verbal and written communication and people skills
- Good presentation skills
- Training and experiance in standard computer applications is required
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills
- Ability to work in a multi-culture setting

HOURS OF WORK: Non-normal shifts maybe required
PAY GRADE: dependent upon experience

Bonaparte Sales Limited Partnership thanks all applicants for their interest, however, only those selected for an interview will be contacted.

DEADLINE: OPEN UNTIL RIGHT CANADATE IS FOUND

Submit Cover Letter, Resume, References

By Mail: **Bonaparte Sales Limited Partnership**

PO Box 758

2691 Sage Hill Road

Or **Cache Creek BC V0K1H1**

Email: execasst@stuctews.ca