

JOB TITLE: Full-time Marketing Administrative Assistant

JOB STATEMENT

- Works in the administrative department of the company.
- May assist in special assignments and projects.
- Ability to work independently with minimal supervision.
- Ability to deal with senior staff in a demanding environment, often with tight deadlines
- Hardworking, motivated, and a team player.
- Exercises initiative and independent judgement in the performance of assigned tasks.

ESSENTIAL FUNCTIONS - MARKETING

1. Search for project opportunities.
2. Coordinates and writes proposals and appropriate documentation.
3. Ensures adherence to instructions and deadlines in formal Requests for Proposals and Requests for Information.
4. Provides quality assurance on formatting and content.
5. Assists subject matter experts with material development by assisting in gathering/preparing information and editing/formatting the final documents.

ESSENTIAL FUNCTIONS - ADMINISTRATIVE ASSISTANT

1. Assists in coordination of business travel within the organization.
2. Proofreads and edits documentation created by team members. Is then responsible for the appropriate distribution of the documentation.
3. Types and formats letters, proposals, speeches, and presentations. Is then responsible for the appropriate distribution of the documentation.
4. Schedules internal and external meetings and appointments. Acts as client contact for meeting arrangements, i.e. equipment needed, location specs.
5. Manages and orders office supplies and ensures all supplies are ordered and replaced.
6. Records and produces team meeting minutes as well as quarterly and annual minutes.
7. Is the main internal contact for conference registrations.
8. Is responsible for maintaining J.C. Williams Group's files.
9. Provides assistance to others if possible.

JOB SPECIFICATIONS AND REQUIREMENTS

- Bachelor's degree an asset
- Proficiency in English, both written and spoken
- Excellent writing skills
- Experience working in a consulting/engineering/marketing environment
- Typing 55+wpm
- Proficiency in Microsoft Word, PowerPoint, Excel, and Outlook is a must
- Must have 3-5 years business and/or technical writing experience
- Experience in proposal writing and development is preferred
- Strong organizational skills
- Ability to manage time, multi-task, and excel in a deadline-oriented environment
- Strong interpersonal and communication skills
- Ability to manage changing priorities and work to meet deadlines
- Working knowledge of Adobe Illustrator, Photoshop, and QuarkXPress, are considered strong assets

Please submit a cover letter and writing example with your resume stating your salary expectations to lpearson@jcwg.com. Only those considered will be notified.