



EMPLOYMENT OPPORTUNITY

Skwlax Resource Management Ltd. is a sustainable indigenous owned construction and forestry company located in Chase, British Columbia. Skwlax Resource Management Ltd. is dedicated to creating economic opportunities within the local community, and for the local community while maintaining a commitment to land stewardship and responsible innovation.

Marketing and Administrative Assistant

We are a dynamic, growing organization currently recruiting for a **Marketing and Administrative Assistant** to join our team in **Chase, British Columbia**. We have a unique opportunity for someone to contribute their talents and strengths who is also driven, energetic, and a strategic thinker.

Key Job Duties:

- Assisting the marketing team with project organization
- Handling administrative tasks to ensure the marketing department's activities run smoothly
- Updating databases, spreadsheets, mailing lists, etc.
- Creating and posting online content for the company's website and social media platforms
- Creating marketing collateral for company brochures, press releases, monthly newsletters, quarterly reports, bi-annual reports, and annual reports
- Assisting with nominations for awards recognition and grant writing
- Preparing and conducting surveys/questionnaires to gather consumer feedback
- Drafting marketing emails
- Attending marketing events and training sessions
- Provide administrative support to the management team
- Organize meetings and take meeting minutes
- Update administrative policies and procedures manuals (policies, procedures, SOP's, SWP's, etc)
- Maintain their employer's calendar, including scheduling and confirming meetings
- Arrange travel schedules and make reservations
- Other tasks and duties assigned. These duties may fall out of the scope as described to support the business in whatever capacity deemed required.

Qualifications and Experience:

- High School diploma; BSc in Marketing, Business or relevant field is a strong advantage
- Proven experience as a marketing assistant
- Excellent knowledge of marketing techniques and databases
- Proficiency in MS Office (Excel, Word, PowerPoint) and marketing software (HubSpot marketing)
- Ability to handle multiple projects simultaneously and work under strict deadlines
- Great communication and interpersonal skills
- Ability to work as a team member
- Ability to maintain Company integrity through confidentiality and discretion

TO APPLY:

Please submit your resume directly to hr@skwlax.com, stop by the office at 2053 Davis Lake Road, or call the office at 778.601.8877

Skwlax Resource Management Ltd. is an equal opportunity employer. Thank you in advance for including us in your career search!