

JOIN the Award Winning Team at Daytona Homes

Come join a premier builder in Alberta with a commitment to quality and employee satisfaction, including the willingness to train employees and provide great income potential. As one of Alberta's finest new home builders, Daytona Homes is proud of our award winning floor plans, and our commitment to quality and value-driven customer service.

Marketing Coordinator – Edmonton

Daytona Homes is looking for an enthusiastic individual to join our team! This position is to cover a maternity leave and will have a minimum duration of 1 year.

Under the direction of the Marketing Manager, the Marketing Coordinator will support sales by providing coordination and implementation of all advertising/promotion objectives:

Duties:

Signage:

- Coordinate the creation, placement and removal of all signage in each centre
- Ensure all showhome signage (interior and exterior) is up to date at all times
- Weekly subdivision monitoring through site visits of advertising material (approximately 1 day/week of on site travel)

Advertising:

- Create and update weekly graphic design schedule, provide Graphic Designer with daily projects, manage and report on the progress of all assignments daily
- Assist with the creative input of all marketing materials
- Distribute all ads and handouts, update online and hard copy files

Showhomes:

- Responsible for setup and teardown of all showhome advertising (travel required for assembly and dismantling of all sales centres)
- Lead bi-weekly show home meetings to ensure timely and accurate coordinator of all show home set ups, closings and communication
- Update and distribute show home schedule based on above
- Create and distribute move in and out schedules for show home moves
- Coordinate and monitor ongoing showhome maintenance

Market Research:

- Enter weekly sales traffic report information and customer survey information into appropriate online files

This role requires someone with a strong work ethic, the ability to multi task, strong organizational skills, reliable, accountable, confident and outgoing. A valid drivers license and personal vehicle is required. Travel is required in this position with occasional overnight stays (less than 10 times annually).

Our ideal candidate will have 3+ years of experience, enjoy a fast paced environment and be capable of managing multiple projects and meeting deadlines. Industry experience in marketing is an asset.

To apply for these positions, please email or fax your resume and cover letter to:

Attn: Human Resources
11504 – 170 Street
Edmonton, AB T5S 1J7
employment@daytonagroup.ca
FAX: 780.452.7146

**No phone calls please.*