



JOB DESCRIPTION

Title	Executive Coordinator
Level	TBD
Group	Marketing
Location	Saskatoon, SK (Office)
Reports To	CEO
Updated	January 2024

Position Summary

The Executive Coordinator plays a crucial role in providing support to the company executive. In this support role you will leverage diverse technical and soft skills promoting the Span West Strategic Plan. It is a fast-paced environment where you will gain practical skills in business administration, finance, marketing, and operations.

Core Responsibilities

This position performs such duties and responsibilities as may be assigned including but not limited to the following:

- Managing calendar(s) and appointments;
- Email management;
- Coordination and communications with internal and external teams, such as lawyers, real estate agents, contractors, vendors and consultants;
- Feasibility studies;
- Budget monitoring & coordination with accounting;
- Coordinate execution of GST & PST rebate forms;
- Conduct market research & data analysis;
- Assist with project and digital marketing, including updates for websites and social media posts/monitoring;
- Craft content for sales campaigns and promotions;
- Generate & issue newsletters;
- Contract management, including contract execution;
- Receive, review and file offer to purchase;
- Generate move-in packages;
- Assist with the preparation KPI reports;
- Coordinate events;
- Assist with office requirements as required (filing, printing, photocopying, scanning, etc.);
- Assist with document management, creating files, folder, filing, archiving, etc. ;
- Participate in meeting, generate agenda, take minutes, etc. ;
- Provide administrative and marketing support;
- Cross train with others for vacation relief;
- Collaborate with others as required to complete assignments and support team efforts.

Other

- Support the implementation of the Span West & Tamarack's Strategic Plans by collaborating with other employees to implement projects and initiatives that advance the Strategic Priorities and help meet the Strategic Objectives.
- Ad hoc responsibilities include occasional and one-time responsibilities as needed and identifying any work, issue or task that does not appear to be under the care of any particular Job Description, and proactively resolving the work, issue or task or flagging it to the appropriate co-worker for their attention.

Scope of Authority

Take all reasonable action and use discretion necessary to carry out the delegated responsibilities so long as such action does not deviate from established policies or conflict with sound business judgment.

Adhere to the Financial Scope of Authority.

Measures of Performance

- All direct reports have a performance development plan, up-to-date job description and annual performance review.
- Model the Span West | Tamarack values of being Collaborative, Detailed, Creative and Understanding.
- Support the achievement of key performance indicators from the company's strategic plan.
- Completing all assigned tasks in a professional and detailed manner.

Qualifications and Abilities

Education / Experience

- Must be authorised to work in Canada.
- Currently enrolled in or graduated with a Diploma or Bachelor's degree, preferably in Business Administration or Communications.
- No previous work experience is required.
- Valid driver's license.
- An equivalent combination of education and experience that provides the ability to meet the requirements of this position may be considered.

Knowledge, Skills, and Abilities

- Strong MS Office Suite skills (Word, Excel, etc.).
- Proficient with Google Suite/Workspace.
- Ability to use Google to manage emails, schedule meetings, and maintain calendar(s).
- Have a basic understanding of project sequencing, construction terminology, and project sales.
- Experience with both professional and creative writing, including but not limited to grammar, sentence structure, spelling, syntax, etc.
- Strong interpersonal and communication skills. Excellent oral and written communication.
- Understanding budget management.
- Strong attention to detail and commitment to accuracy.
- Delivers quality work in an efficient manner.

- Familiar with website updates and administration including content management systems and development languages such as HTML, CSS JavaScript
- Familiar with brochure and marketing software, such as: Canva, Adobe illustrator, Word Press, Web Flow, Photoshop, Mail Chimp,
- Experience with online marketing, including social media, content marketing, Google AdWords, FB ads, etc.
- Experience with graphic design packages, marketing automation and CRM tools and Google Analytics.
- Efficient and organized multi-tasker working in a fast-paced environment with a knack for managing multiple responsibilities simultaneously.
- Demonstrated ability to work with highly sensitive and confidential information.
- Be able to use general office equipment.
- Possess a creative mind with an ability to suggest improvements.

Working Conditions

- General office environment

Employee Review

I have read the above and understand that it is intended to describe the general content and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude Senior Management’s authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the company’s needs. I have been given a copy of this description.

Employee’s Signature

Date

Manager’s Signature

Date