

BUSINESS & COMMUNICATIONS COORDINATOR



As a Business & Communications Coordinator based in Calgary, you will contribute within a team environment to ascertain and implement new business initiatives, as well as implement communications strategies companywide. A significant element of the position includes supporting the Business Development team in acquiring new business through the preparation of request for proposals. As a result, the successful candidate will possess a propensity for writing, communications and proposal preparation. To find out more about Edon Management, visit www.edonmgmt.com.

Compensation & Benefit Package includes:

Full-time, weekday hours
Competitive salary

Family Dental & Health Benefits
Employee RRSP Program

Ongoing educational assistance
Supportive team environment

Here's how you'll make a difference...

Major Responsibilities

- Assist with the preparation of request for proposals, bid submissions and business development
- Contribute to the development, implementation and transition of new business/contracts
- Design corporate documents, such as quarterly company newsletters, monthly safety newsletters and company manuals/user guides
- Utilize creative and functional design strategies to update Edon Management's external and internal websites
- Prepare training documents to aid staff in various business processes
- Assist with planning company events (conference, Christmas Party, Staff Appreciation events)
- Provide support to the corporate team including improving the Quality Management System, assisting with human resource initiatives, supporting executive projects, etc.

Experience & Qualifications

- Holds an accredited University degree in communications, English, or business
- Exceptional writing and research skills
- Detail oriented with an ability to proofread complex documents and enter information with a high degree of accuracy
- Technical writing or related courses an asset
- Previous communications and/or business development experience an asset
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Ability to connect responsibilities with the bigger picture
- Organized with the ability to prioritize and multi-task in a fast paced environment

A detailed job description can be requested by emailing southcareers@edonmgmt.com.

Apply Today!

Email your resume to
southcareers@edonmgmt.com stating
Job No. 5C02262018 in the subject line.

Fax your resume to 403-259-8851
with a cover page stating
Job No. 5C02262018.

Drop off your resume to reception at:
1441 Hastings Cres. SE
Calgary, AB T2G 4C8

All resumes will be considered, but only those candidates selected for an interview will be contacted. Thank you for your interest in employment with Edon Management.