



## ***We're looking for a Communications Coordinator Temporary Position – Up to 12 months***

Reporting to the Director of Communications, the Communications Coordinator provides the Director with public relations assistance; coordinates corporate communications projects. Helps write and revise communications plans and documents. Coordinate the organization of events, tradeshows, press conferences, demonstration tours and meetings. Maintains the company website, contact database inventory for all marketing collateral and communication tools.

### **MAIN RESPONSIBILITIES**

1. Assists and/or coordinates with the development and implementation of the company's marketing and communication plans for tradeshows, events, photo and video tours, product demonstrations, meetings, press conferences, audio visual requirements, displays, advertising placements within approved trade publications and promotional items.
2. Revises and/or writes the content of news releases, memos, correspondence, newsletters, invitations, profiles, corporate presentations etc.; coordinates the distribution of all material and Rotor in to internal and external stakeholders. Maintains contact database using CRM and outlook.
3. Coordinates internal and external communication projects and maintains regular contact with external agencies and other suppliers as well as external audiences: customers, stakeholders, supporters, journalists, Communication agencies, Corporate Communications, and government officials.
4. Recommends strategies and projects to the Director and follows up with both internal and external stakeholders.
5. Collects all company press releases, photos and website changes from the departments and or staff and implements changes or submits to outside service provider. Prepares feature articles.
6. Orders brochures and maintains inventory for the sales and marketing teams (STACI).
7. Provide data research and prepare presentations as assigned by the Communications Director and CEO.
8. Organizes facility tours and welcome signs. Manages promotional items.



## MINIMUM QUALIFICATIONS

- College/University Degree in Communications or related field.
- Strong communication and leadership skills
- Proficient with Microsoft Office, Adobe Illustrator, Photo Shop and web design software
- Detail and results oriented
- Strong problem solver & able to think outside the box
- Self-directed /able to work independently with minimal supervision

***So if you are qualified then we want to hear from you!***

**To apply for this position, please send an up-to-date resume and cover letter to [HR@eurocopter.ca](mailto:HR@eurocopter.ca).**

**Deadline for applying is December 1, 2014**

**Only those selected for an interview will be contacted.**