



Marketing and Communication Coordinator

Harbourfront Wealth Management Inc. is an IIROC registered securities dealer with offices across Canada. As part of the employee owned Harbourfront Group of Companies, the firm specializes in providing complete wealth management solutions for middle to high net worth clients.

We are a fast growing, dynamic firm and have an immediate, full-time employment opportunity for a **Marketing and Communication Coordinator**. This position is suitable for an experienced communications professional who will be responsible for curating, creating and delivering relevant information and news about Harbourfront, and for executing marketing activities on behalf of our programs and services. The successful candidate will be talented at design, possess excellent written and verbal communication skills and excel at utilizing innovative channels to reach large targeted audiences in a meaningful manner.

You will be responsible for:

- Content creation, as well as updating and maintaining all social media platforms.
- The creation and maintenance of website content, while ensuring quality and consistency.
- Oversight of external contractors.
- Analysing and reporting success metrics and trends.
- Conducting other IT related duties as directed.

The ideal candidate for this position has:

- ✓ Proven knowledge of social media channels and best practices.
- ✓ Knowledge of marketing and communication strategies and tactics, current social media/communication technology platforms and their applications.
- ✓ Knowledge of graphic design principles.
- ✓ Basic knowledge of analytics used in measuring the success of email, website and other online marketing activities.
- ✓ Proficiency with Microsoft Office, Adobe InDesign, Photoshop and Illustrator, and website editing software (WordPress etc.).
- ✓ Fluent written and oral communication skills in addition to impressive presentation skills.
- ✓ Excellent time management and priority setting skills.
- ✓ Strong project management skills, the ability to guide projects from inception to completion.



HARBOURFRONT WEALTH MANAGEMENT INC.

If you have any of the following, consider it an asset:

- A Degree/Diploma in Communications or Marketing; with relevant industry experience.
- Two (2) years of industry experience and relevant experience using social media channels.
- Courses in business writing, content production, digital content and storytelling and social media platform (such as Hootsuite)

This is an exciting role with great potential for growth. If you are a quick-working Marketing and Communication professional with an eye for design and a flair for the written word, please send an email to: HumanResources@harbourfrontwealth.com

This posting will remain open until a qualified candidate is hired. We sincerely thank all applicants who express an interest in this role, but wish to let you know that we will only be contacting applicants that are aligned with our requirements.