



Marketing Communications Coordinator – Vancouver

This year, Odium Brown celebrates its 95th anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for 18 consecutive years and as one of Canada's Most Admired™ Corporate Cultures. In British Columbia, we have also been named an Employer of Choice.

CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

COMMUNITY

We are serious about supporting the communities where we live and work. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

OPPORTUNITY

We have an opportunity for a Marketing Communications Coordinator to join our marketing team in Vancouver.

Areas of Responsibility

- Providing marketing support to the firm's retail advisory team
- Writing and editing advertising and promotional marketing copy, newsletters, internal communications
- Creating and designing print and electronic marketing materials
- Planning and coordinating client, firm and community-sponsored events
- Assisting with the writing, organizing and publishing of intranet and website content
- Championing the firm's brand identity across all developed materials
- Participating as a member of and providing marketing support to various project teams



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Skills and Qualifications

- Exceptional oral and written communication skills
- Strong attention to detail and organizational skills
- Excellent time management skills
- 3-5 years in a similar role
- Advanced proficiency in Microsoft Office and experience with print production, desktop publishing or the Adobe Creative Suite (Acrobat, Photoshop, InDesign)
- A high degree of professionalism, initiative and self-discipline
- Self-motivated with a clear vision of what is required to be part of a high performance team
- Familiarity with the investment industry would be an asset

Our team is growing and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to hr@odlumbrown.com by **February 16, 2018**.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.