

As Canada's largest manufacturer of steel building systems, **BEHLEN** values our people and our community as much as our clients value our work. Behlen Industries LP manufactures pre-engineered steel buildings used in recreational, commercial, and industrial markets. Behlen is a proud member of WGI Westman Group Inc. – A dynamic, entrepreneurial group dedicated to the growth of their employees, customers and the communities in which they operate.

Progress creates a career opportunity in **Brandon, Manitoba**.

MARKETING ASSISTANT (CASUAL/TERM)

The Marketing Assistant (Casual/Term) is primarily responsible for providing financial and accounting support to the Marketing Team, which is essential along with filing, maintain databases, preparing paper work, assisting with purchase order processing and assisting coworkers in the department. Hours will range between 10-15 hours per week.

This role requires:

- Completion of a post-secondary certificate/diploma or working towards post-secondary certificate/diploma
- Experience in a large office and/or manufacturing environment is an asset.
- Proficiency with Microsoft Office programs is a requirement.
- Solid communication and interpersonal skills; superior telephone etiquette and a resourceful problem solver.
- Attention to detail, time and priority management are necessary for success.
- Ability to work in fast-paced environment, continually adapt to change and work under pressure

Behlen Industries LP provides a competitive total rewards package including professional growth, career development and continuous learning. Applicants with high standards for performance are encouraged to apply to hr@behlen.ca by Friday, October 30, 2020. Please provide résumé and cover letter, stating salary expectations.

We thank all applicants for their interest.
Behlen Industries LP, is an Equal Opportunity Employer