



WESTMAN | COMMUNICATIONS GROUP

Together
WE BUILD

**New Connections
Stronger Communities**

MARKETING COORDINATOR (BRANDON, MB)

WESTMAN COMMUNICATIONS GROUP (Westman) is seeking applications from energetic, highly motivated individuals to become part of our growing team!

Westman is an industry-leading communications provider based in Brandon MB, offering residential and commercial High-Speed Internet, Digital TV, and Phone services in communities across Manitoba. Established in 1977, as a locally owned and operated cooperative, Westman is dedicated to delivering competitive and innovative services, providing an exceptional member experience, and supporting the communities we serve.

What we have to offer:

- Competitive compensation package.
- Comprehensive group benefits plan (extended health; life; dental; vision; GRRSP; and health and wellness).
- Various Learning and Development initiatives, and opportunities to grow within our team!
- Opportunity to participate in company events and activities and enjoy our company perks!

What you'll do:

- Create written communications targeted to customers, media, WCG Staff, and business partners, and facilitate the distribution to the appropriate platforms.
- Organize placement, copy writing, as well as editing and proofreading of all media advertising; ensure coordination of promotions and contra advertising with local media.
- Coordinate the set up and tear down of events and represent WCG through various public appearances.
- Develop or upgrade campaigns as well as new product launches (high-speed Internet access, business telecommunications, cable TV, Digital Cable, Home Phone, etc).
- Promote various WCG initiatives; provide ideas and suggestions for improvement of current initiatives as well as future initiatives.
- Collaborate with internal stakeholders to obtain accurate customer lists and outline parameters with campaigns, as well as assess departmental marketing needs.
- Compile information for Media Stats reports and report weekly/monthly on each line of business.

What you'll bring to the team:

- Minimum 2-year diploma or a bachelor's degree in business administration with an emphasis in Marketing, Communications, Public Relations, or a related field.
- Minimum 1-year of experience within an internal/corporate communications or marketing role with direct experience in composing and distributing correspondence across various channels; sales & advertising; customer service including working with the public, clients, current/potential customers, and third-party vendors & suppliers.
- Knowledge of Microsoft Office 365 such as Word, Excel, PowerPoint.
- Familiarity with HubSpot is considered an asset.
- Knowledge of Content Management Systems (CMS) is considered an asset.
- Must hold and maintain a valid driver's license.

* A combination of education and experience may be considered.

DEADLINE FOR APPLICATIONS: This position is open until filled.

As an equal-opportunity employer, we are committed to an inclusive and barrier free environment at Westman Communications Group and encourage applications from all qualified individuals. If you require a reasonable accommodation at any point during recruitment process or would like to request this posting in an alternate format, please indicate by emailing hr@westmancom.com of the accommodation requirements. While we thank each applicant for their interest, only selected candidates will be contacted.

**Apply today to join our team at <https://westmancom.com/careers>
and begin your exciting career journey with us!**

COMMUNITY • TEAMWORK • INTEGRITY • INNOVATION • CUSTOMER EXPERIENCE