



SHAPING GREAT COMMUNITIES

**Posting Date:** March 5, 2024

**Application Deadline:** March 28, 2024

**Location:** Kitchener Office

**Role:** Marketing & Administrative Coordinator

Are you a marketing enthusiast with a zest for creativity? Do you thrive in a fast-paced environment where every day brings new opportunities to make a meaningful impact? If so, GSP Group invites you to be a driving force behind our marketing initiatives!

***Who are we looking for:***

We are currently seeking a Marketing & Administrative Coordinator with at least two years of experience to join our team. As a Marketing & Administrative Coordinator at GSP Group, you will play a crucial role in supporting various marketing and administrative activities, with a primary focus on proposals as well as various marketing communication initiatives.

***Who we are:***

GSP Group is an employee-owned company that has been providing land use planning, urban design, and landscape architecture services for over 28 years. We provide our services to both the private and public sectors on a wide range of multi-disciplinary projects across Southern Ontario, demonstrating our passion for shaping great communities.

***What we offer:***

We have a dynamic team of energetic and passionate professionals who are committed to working together to create great places, and doing so in a collegial, engaging, and fun environment. We believe that every project we are a part of provides new opportunities and experiences to draw upon. We utilize this belief to promote the professional development and mentorship of staff to benefit both our overall team and our clients. We offer:

- Competitive salaries, benefits and profit sharing;
- Social events and work-life balance through our social, health & wellness, and sustainability committees (green team);
- Summer hours (half-day Fridays) from Victoria Day through to Labour Day;
- Hybrid work model: work at least 2 days a week from our Kitchener office;
- Renovated open-studio office located in Kitchener's Innovation District.

**PLANNING | URBAN DESIGN | LANDSCAPE ARCHITECTURE**

72 Victoria St. S., Suite 201, Kitchener, ON, N2G 4Y9  
162 Locke St. S., Suite 200, Hamilton, ON, L8P 4A9  
[gspgroup.ca](http://gspgroup.ca)

***Responsibilities associated with this position:***

Reporting to the Marketing Manager, the Marketing & Administrative Coordinator will be responsible for the following:

- Assisting with the development and submission of proposals and award submissions, ensuring they reflect our commitment to quality;
- Creating and posting content on our social media channels, as well as updates to the GSP Group website as needed;
- Assisting with creating/editing marketing collateral (Staff CVs, Theme Sheets, Project Sheets, etc.), for ongoing use in marketing/business development efforts;
- Assisting with creating/editing materials for special events, meetings and conferences;
- Assisting with event planning (All-Team Meetings, Open House etc. );
- Providing administrative support to all employees;
- Assisting with new employee welcome, orientation and on-boarding;
- Backup for front office reception;
- Performing other administrative responsibilities as assigned; and
- Backup to the Marketing Manager.

***Qualifications required for this position:***

Candidates applying for this position with GSP Group should have the following qualifications:

- Bachelor's degree in Marketing, Communications, or a related field.
- 2+ years of experience in marketing coordination, preferably in a professional services environment. A love of city building is important.
- Self-driven individual with ability to self-manage, take direction, and proactively run with projects.
- Exceptional organizational skills with a keen eye for detail.
- A creative mindset paired with outstanding written and verbal communication skills.
- Expertise in Microsoft Office Suite and Adobe Creative Cloud, particularly InDesign, Photoshop, and Illustrator. Photography and/or videography skills would be a great asset.
- This position is based in the Kitchener's Innovation District with occasional travel to Hamilton.

If you're ready to contribute your skills and creativity to a team that values excellence, innovation, and collaboration, we invite you to apply with a **cover letter, resume and portfolio** in confidence to

[marketing@gspgroup.ca](mailto:marketing@gspgroup.ca), or to GSP Group Inc., 201-72 Victoria Street South, Kitchener, ON N2G 4Y9. We would like to hear from you as soon as possible and no later than Thursday, March 28, 2024.

We thank all those who submit applications; however, only those candidates selected for an interview will be contacted.