



Marketing Assistant

Pacific Lifestyle Homes-- a growing, Southwest WA-based homebuilder—is looking for an enthusiastic, results-oriented **Marketing Assistant**. The position holder works closely with the Marketing Coordinator and VP of Sales and Marketing to support Company goals. Our ideal candidate is personable, organized and shows initiative to achieve positive results. If you are a team player with outstanding communication skills and an eye for detail—we would like to hear from you!

This is a **30 – 40 hour a week position with a competitive compensation package including benefits**. PLH is located in beautiful **Vancouver, WA** (approximately 30 minutes from Portland, OR).

We are seeking a candidate who enjoys a challenge and thrives on making positive contributions to Company goals while exemplifying our core values including: **Integrity, Respect, Teamwork, Accountability, Candor and Humility**. Our Company culture is team-oriented, supportive and customer-centered. PLH employees take great pride in their work and have a genuine enthusiasm for seeing customers' dreams realized.

To learn more, please see our website: www.pacificlifestylehomes.com

For additional information about **PLH's Company Culture**, we invite you to view the video at the following link: <https://youtu.be/2sNbXsz8D8c>

Responsibilities include:

- Support marketing efforts related to websites, social media, print, radio, signage creation and placement
- Update collateral, two websites and feeder sites on a weekly basis including pricing, new homes, new communities and lot flyers
- Support and market grand openings, open houses, and VIP events
- Develop and update sales marketing materials
- Manage social media accounts for multiple brands
- Draft content for marketing emails and collateral materials; maintain brand awareness using Company guidelines
- Provide administrative support including reception desk coverage
- Facilitate projects including vendor coordination: copywriters, sign installers, printers and graphic designer
- Assist Marketing Coordinator with other marketing projects as assigned

Desired Knowledge, Skills and Abilities:

- 0-2+ years' work experience in marketing, creative design, communication, administrative support or similar role
- Experience in real estate and/or residential construction industry is a plus—but not required
- Exceptional interpersonal and verbal/written communication skills
- Positive and approachable demeanor balanced with confidence and capability
- Strong work ethic
- Demonstrated organizational skills; reliable, excellent follow through, demonstrated ability to meet deadlines
- Proficiency using computer software to include Microsoft Word, Excel and Outlook
- Experience with Adobe Creative Cloud is preferred but not required (Illustrator, InDesign, Photoshop)
- Familiarity with use of social media for business promotion is preferred—or experience using personal social media platforms
- Interest in continuing education

Successful completion of a pre-employment drug test and background check are steps in our hiring process.

For consideration, please forward:

1) A completed **Career History Form* (Application)** found at the following link:

https://pacificlifestylehomes.topgradingonline.com/job_openings/marketing-assistant-vancouver?utm_campaign=direct_links&utm_medium=job-boards&utm_source=job-posting-link-marketing-assistant

***Note—to be considered, the Career History Form is required.**

2) **Upload your résumé and cover letter including compensation requirements.**

If you have questions about the application process, inquire via email with our recruiter at: MA@TJandassociates.com

We are proud to be an Equal Opportunity Employer.