



<https://en.dphv.ca/job/coordinator-service-offer-marketing/>

Coordinator – Service offer & Marketing

Description

Are you a **dynamic, organized, stand-alone** with great **writing skills**?
If you answered yes to all of the above, we'd love to meet you!

Who we are

DPHV is a specialized consulting engineering firm that has been providing professional and technical expertise in **structural engineering** for over thirty years. Our team's experience and know-how have earned us an excellent reputation in the industry. With company development and expansion projects on the horizon, there's no shortage of challenges!

Diverse tasks, challenges included!

At DPHV, we firmly believe that every challenge is an opportunity for growth. As part of a reorganization of our administrative department, we're looking to add a new resource who will take the lead in preparing service offers, as well as participating in the company's outreach. In short, a brand new position to structure your own way!

Therefore, DPHV wishes to welcome, within its team, a person who will have to

- Coordinate the preparation and careful submission of private and public service offers.
- Contribute to the follow-up and opening of administrative projects following the attribution of service offers.
- Develop specialized visual content adapted to corporate marketing tools to promote and develop the company.
- Develop and maintain libraries of support documents: corporate resumes, project sheets, images, testimonials, inserts, portfolios, etc.
- Contribute to the design of promotional documents of all kinds and ensure the uniformity of the company's visual identity.
- Update company websites.
- Publish and manage social media accounts.
- Support the administrative team in all other related tasks.

Your advantages in joining our team :

- Flexible working hours to reconcile work and personal life.
- Group insurance program including life insurance, short- and long-term disability, drug and paramedical care and travel insurance for you and your family.
- DPSP program – employer-sponsored plan that allocates a portion of

Hiring organization

DPHV

Employment Type

Full-time

Job Location

Laval

Date posted

27 January 2025

company profits to employees through a registered savings plan.

- Stimulating work environment with lots of autonomy.
- Possibility of advancement.
- Social activities organized throughout the year.
- Casual dress.
- Free parking on site and/or nearby.

Your qualifications :

- College diploma in office administration, university degree in communications, literature or any other diploma deemed relevant to the tasks to be performed (actual work experience may be substituted for academic requirements)
- Minimum 3 years' experience in a position
- Excellent command of spoken and written French (essential)
- Excellent command of the Microsoft Office suite (Word, Excel, PowerPoint) (essential)
- Knowledge of WordPress (asset)
- Mastery of the ADOBE Creative Cloud suite (InDesign, Photoshop, Illustrator, Acrobat Pro) (Important asset)
- CANVA software skills (Asset)

Your profile:

- Excellent communicator
- Strong writing skills
- Demonstrate autonomy and resourcefulness
- At ease in a fast-paced, dynamic work environment
- Rigor, excellence and attention to detail
- Creativity
- Entregent
- Team spirit, attention to detail and organizational skills

An idea, a plan...a CAREER!

Do you feel that you would be a great addition to our team? Send us your application by e-mail to dphv@dphv.ca or via our jobs module on our website at www.dphv.ca.

Job type: Permanent – full-time

Schedule: Flexible – Monday to Friday (between 32 and 40 hours a week – at the candidate's preference)

Workplace: Laval – Sainte-Dorothée district

Start date: as soon as possible

