MARKETING & COMMUNICATIONS ASSISTANT

SilverBlaze is currently accepting applications for a **Marketing & Communications Assistant** to join our team.

The ideal candidate should be an enthusiastic team player with strong people skills and will be responsible for performing a variety of administrative and marketing duties.

In addition to these responsibilities, the Marketing & Communications Assistant will edit company case studies, eBooks, blogs, press releases etc. and will eventually create them.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Experience with Microsoft Office 365 Suite (Word, Excel, PowerPoint) software.
- General office and administrative duties as required.
- Diploma in Marketing or equivalent would be an asset.
- Marketing skills: proofreading, editing and writing of blogs, case studies and eBooks.
- Excellent English written and verbal communication skills.
- Able to work independently and as part of a team.
- High level of attention to detail & ability to follow direction

BENEFICIAL SKILLS

- Experience with Hubspot or similar.
- Strong administration & data entry experience
- Enthusiastic and strong work ethic
- Excellent phone manner

Job Type: Full-time, Permanent

ABOUT SILVERBLAZE SOLUTIONS

SilverBlaze Solutions is an award-winning software innovation, development and consulting firm. Founded in 1999, SilverBlaze provides utilities with value-focused, highly-customizable web self-service portal and smart forms software.

As a leader in customer engagement and collaboration, we specialize in providing self-service portal and intelligent form software to electric, water, gas, telecom and multi-service utility companies. Over the past 20 years, SilverBlaze has successfully empowered clients throughout the United States, Canada, and the Caribbean to maximize customer engagement. Visit www.silverblaze.com to learn more about the diverse roster of clients SilverBlaze has helped succeed.

SilverBlaze Solutions, 401-45 Vogell Road, Richmond Hill, ON L4B 3P6