

# POSITION

## **Business Development & Marketing Administrator - Abbotsford, BC or Calgary, AB**

### WHO WE ARE

Keystone has a well-established reputation of a client-focused approach. For over 35 years, we have been cultivating a successful design process that combines innovative design with practical solutions to transform projects into developments of lasting value.

Our People are absolutely foundational to our success and who we are. We believe in fostering an atmosphere of creativity, teamwork, and success through a collaborative approach where each team member will contribute. Because of our diverse portfolio, company structure, and philosophy, we provide our employees with exciting opportunities to gain valuable knowledge and experience by working on a variety of project types, phases, locations, and with different client groups.

### THE POSITION

This individual will play a multi-faceted role in our firm by coordinating proposal submissions and assisting the Marketing & Business Development Manager with various tasks that support the firm's overall business goals and objectives. Duties include but are not limited to:

#### **Proposal & Business Development Administration**

- » **Assisting with the creation of proposals and RFP responses for project bid submissions**
- » **Assistance with creating copy for proposals and conducting research on the client, site, or typology**
- » **Updating master proposal/RFP templates as needed**
- » **Updating Pipedrive CRM with business development leads and running reports**
- » **Assist with booking meetings with potential clients**
- » **Responding to new inquiry submissions when the Business Development Manager is out of the office**

#### **Marketing Administration**

- » **Coordinating photography and videography of projects, staff headshots, and team photos**
- » **Creating new and updating team resumes and bios**
- » **Adding and updating project profiles and team member bios on our website**
- » **Creating social media posts for holidays, charitable donations, events, and staff announcements**
- » **Update and maintain Hootsuite CRM to schedule social media posts and track analytics**
- » **Update master marketing templates in Adobe InDesign and Canva as required**
- » **Updating social media tag list, project and staff promotion tracking sheets, and marketing folder structure**
- » **Assisting with project award submissions**
- » **Event, sponsorship, and industry membership registrations for staff**
- » **Ordering business cards, name tags, site banners, promotional items, client gifts, etc.**
- » **Assisting with invoicing and expenses**
- » **Assisting with client appreciation event planning**

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### **KEYSTONE ARCHITECTURE AND PLANNING LTD.**

Eric Poxleitner Architect AIBC AAA SAA MRAIC LEED® AP BD+C Sr. Principal

Steven Bartok Architect AIBC AAA MRAIC Principal | Lukas Wykpis Architectural Technologist AIBC Principal

Keesa Hutchinson Architect AAA AIBC SAA FRAIC Principal | Andressa Linhares Architect AIBC MRAIC RID IDIBC MBA Principal

ABBOTSFORD BC | 300 – 33131 South Fraser Way V2S 2B1 | Phone 604 850 0577

CALGARY AB | 1601 – 333 11th Avenue SW T2R 1L9 | Phone 587 391 4768

mail@keystonearch.ca | keystonearch.ca

## QUALIFICATIONS

- » Minimum two-year diploma (4-year degree is preferred) in marketing, communications, journalism, business, or a related field
- » Experience in preparing proposals and contracts for the AEC (architecture, engineering, construction) industry is considered an asset
- » General understanding of the architectural industry is preferred
- » One to two years of work experience in a similar role is preferred
- » Excellent writing and proofreading skills (qualified applicants will be required to take a grammar/proofreading test (no cost to the applicant))
- » Knowledge of common social media platforms, their algorithms, and best practices

## SKILLS

- » Exhibits a passion for marketing
- » Experience with CRM tools, specifically Hootsuite and Pipedrive, is an asset
- » Excellent time management and organizational skills to effectively juggle multiple projects in a fast-paced, deadline-driven environment
- » Tech-savvy with the ability to learn new applications quickly, and a keen interest in finding new tech to improve workflows and processes
- » Flexible in your work style to accommodate a variety of proposals and tasks that require customization based on the client needs
- » Proficient with Adobe Creative Suite, including InDesign, Illustrator, and Adobe Pro (or willingness to learn)
- » Experience with WordPress (or willingness to learn)
- » Proficient with MS Office Suite (Excel, Word, PowerPoint, etc.)
- » Solution driven with a proactive problem-solving skills
- » Strong customer service skills
- » Collaborative and flexible team player
- » Eagerness to learn and gain experience
- » Sense of humour and ability to have fun!

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## WHAT WE OFFER

People are our greatest asset, and we continuously seek out and hire the most talented individuals in the architecture industry.

Keystone highly encourages and invests in career development opportunities, as well as growth and advancement within the workplace. We also believe that hardworking employees deserve to have fun both while at work and outside of work as a team.

We have a highly team-oriented, positive, and collaborative work environment, and we generously reward the success that we achieve together as a team. Our total compensation package includes (but is not limited to) the following:

- » **Competitive base compensation**
- » **Employees share in the profits through a performance metrics-based bonus system**
- » **Benefits plan including dental, vision, extended medical (with generous paramedical practitioners coverage), life and disability insurance**
- » **Individually customizable work schedule**
- » **Higher than standard vacation allowances and allotments**
- » **Continuing education allowance**
- » **Regular events and team building activities**
- » **Work/life balance**

The successful candidate will be offered a competitive compensation package that will vary depending on experience and qualifications. The expected salary range for this position is \$28 - \$37 per hour.

## HOW TO APPLY

Qualified candidates interested in this exciting career opportunity should send their cover letter and resume to [careers@keystonearch.ca](mailto:careers@keystonearch.ca) with a subject line that reads: your name, position applying for, office location.

For further information on our firm and projects, please visit our website at [keystonearch.ca](http://keystonearch.ca) or visit our [LinkedIn page](#).

If you're looking for more than just a job, join us at Keystone Architecture to be part of an innovative team where you'll have the opportunity to collaborate on memorable projects!

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