

Sales & Marketing Assistant

Locations: Burnaby, BC
Mississauga, ON

Volumes are growing as the company expands its operation in B.C., Alberta, and Ontario and we require individuals with **strong communication, creative, and presentation skills** to support the Vice President, Originations in the company's Mississauga and Burnaby offices.

The successful candidate will have an **understanding of the mortgage industry**, a solid **marketing background**, be **sales oriented** with high energy; they should also be a **self starter** with the ability to work independently. Strong **organization** skills and **initiative** alongside computer skills in data base management, Excel and PowerPoint are all pre-requisites of this position.

Working with our existing Bank and Credit Union Origination Partners you will be required to build on these referral relationships through:

- Daily telephone contact, appointment setting, and branch visits/presentations (a valid drivers license and a reliable vehicle are required)
- Implementation of monthly sales cycle for the branches; managing printing of materials and fulfillment
- Assisting in designing, creating and sending monthly marketing materials to the branches (blast faxes, newsletters, competitions, etc.)

This position would ideally suit a candidate looking for a new and exciting challenge with a dynamic company in the fastest growing segment of the mortgage industry in Canada.

If you feel you have the personal characteristics to exceed in a growing company with high energy, high talent and high aim, please fax or e-mail your resume **by February 2, 2006** to:

Human Resources
Fax – 604-684-0308
info@spectrum-canada.com