

Senior Marketing Coordinator

ASPAC Developments (www.aspac.ca) is a well-established multifamily residential developer in Vancouver & Richmond with an impressive track record for building high-quality, world-class neighborhood projects.

Job Type: Full-time

Schedule: Monday to Friday, 9:00am – 5:00pm, with flexibility to work additional hours or weekends as required for events or deadlines.

Location: Richmond

Job Description:

ASPAC Developments is seeking a **Senior Marketing Coordinator** to join the Marketing Team. This role is ideal for a detail-oriented professional who is adaptable and thrives in a fast-paced environment. The position supports the execution of marketing campaigns and day-to-day activities across digital, print, social media, and events, working closely with both internal teams and external partners.

Responsibilities:

- Coordinate and execute marketing campaigns across print, digital, and social media
- Support the development and production of marketing materials, including posters, leaflets, signage, and digital assets for email campaigns, using Adobe Creative Suite
- Plan, develop, and draft content and copy for digital ads, email campaigns, and promotional materials
- Support CRM activities, including email campaigns, performance tracking, and reporting
- Manage content updates and engagement across social media platforms
- Coordinate with external vendors (designers, suppliers, printers, consultants) and maintain strong relationships to ensure timelines, quotes, and deliverables are met
- Coordinate and cross-check building models and renderings in collaboration with internal teams and professional parties
- Review and proof marketing materials for accuracy, including copy, floorplans, and numbers
- Prepare and verify reports, ensuring accuracy of data and statistics
- Prepare regular internal presentations using PowerPoint
- Work closely with the Sales Team to align and support marketing efforts in achieving objectives
- Plan, coordinate, and execute events, including sourcing, photoshoots, and signage preparation
- Handle and track marketing invoices, coordinating with the finance team for processing



- Maintain organized file systems, marketing inventory, and databases, ensuring proper documentation is filed accurately and on time
- Track and update the marketing budget
- Provide general support to the Marketing Team, including scheduling, note-taking, and task tracking

Requirements and Skills:

- Minimum 4 years of experience, with proven ability to take on responsibility and deliver with accountability
- Bachelor's degree in Marketing, Communications, Design, or a related field
- Experience in real estate is an asset
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Proficiency in Adobe Creative Suite (Illustrator, InDesign, Photoshop, After Effects, etc.)
- Strong design skills, with the ability to produce high-quality marketing materials
- Experience with CRM platforms for email marketing and reporting
- Strong attention to detail and accuracy in copy, data, and layouts
- Ability to perform multiple tasks simultaneously and adapt to changing priorities
- Excellent oral and written communication skills
- Strong organizational and time-management skills
- Effective working independently and collaboratively as part of a team
- Positive and flexible attitude with the ability to perform under pressure in a fast-paced, deadline-driven environment
- Ability to work flexible hours, including evenings, weekends, and holidays, as required for events or deadlines
- Basic proficiency in Cantonese and/or Mandarin is considered an asset

Benefits:

- Extended health care
- On-site parking
- Company events

Salary Range: \$68,000 - \$72,000, dependent on experience

How to Apply:

Please send resumes to careers@aspac.ca. Only those selected for an interview will be contacted.

