



GREYSTONE

ENERGY SYSTEMS INC

Technical Writer/Marketing Assistant

Do you want to work for a dynamic and rapidly growing company that is an industry leader in our field? Greystone Energy Systems, Inc. is dedicated to developing high quality and innovative solutions for its customers with unsurpassed customer service.

The Opportunity

We are looking for a highly motivated, creative and positive-minded person for our team. The Technical Writer/Marketing Assistant will assist the Product & Marketing Manager in supporting all of the company's product management and marketing operations by creating and distributing information and materials, and by collaborating with other departments on key initiatives.

Principle Duties & Responsibilities

- Assemble and coordinate all marketing materials for advertising campaigns and other marketing opportunities.
- Technical document writing
- Create and update company brochures and technical documentation
- Maintain and update multiple company websites
- Maintain and update company CRM with marketing contact and mailing lists
- Produce presentations for customer meetings and training sessions
- Accomplish marketing and company goals to generate sales leads for the company
- Provides marketing tracking and research information by collecting and summarizing internal marketing data and trends
- Assist in the coordination of industry trade show presentation on multiple continents
- Organizes marketing storage areas and keeps inventory of materials

Responsible for the additional duties as required.

Management

- This position reports to the Product & Marketing Manager

Education, Training & Experience

- University degree or College diploma
- Minimum three (3) years' experience
- Proficient with Adobe Creative Suite (InDesign, Illustrator & Photoshop)
- Proficient with Microsoft Office (Word, Excel & Powerpoint)
- Knowledge in website design (Wordpress)
- Electronic and/or HVAC knowledge is an asset

Skills and Competency Requirements

- Personable, presentable & articulate
- Effective project management skills
- Sound understanding of marketing principles
- Strong administration and organizational skills
- Strong verbal and written communication skills in English and French is an asset



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Preference will be given to applicants that can prove a successful track record. Please provide at least 3 reference names and email addresses of people who are very familiar with your successes. All references will be contacted for successful candidates.

Please submit your detailed resume outlining your recent experiences. Include copies of all diplomas' and or certificates.

Only those who will be considered for the next step of the application process will be contacted.

Please send resume to the attention of:

Jeff Ayer
Greystone Energy Systems, Inc.
150 English Drive
Moncton, NB E1E 4G7 Canada
Fax: 1-506-856-9364
Email: ayer.j@greystoneenergy.com

NO PHONE CALLS PLEASE