



Marketing and Graphic Designer – Maternity Leave

The Opportunity:

We are looking for a highly motivated, **Marketing Graphic Designer**.

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.

Objective & Summary

The objective of this position is to develop and create compelling product material/content for the purpose of supporting various marketing channels.

This position will develop, edit, and manage the electronic catalogue content, product brochure, product installation manual, website content and provide support to the global sales team through marketing admin tasks. Additionally, this position will produce graphic deliverables according to specification and deadlines provided by internal and/or external partners.

Principle Duties & Responsibilities

- Create Newsletter, banners/images, and other customer facing marketing media
- Manage social media pages (Facebook/LinkedIn/Twitter)
- Ensure all print and online content follows the established Greystone Brand aesthetic and is consistent across all media
- Coordinate all marketing materials and documentation upon release of each new product
- Photograph products for advertisement purposes, create and keep up to date documentation regarding products such as installation instructions, submittals, electronic catalogue, and website
- Provide marketing support to the global sales team
- Additional design and marketing tasks as requested
- Editing product photos based on business and/or departmental needs
- Communicating with external partners as necessary to organize and arrange the design and execution of any promotional materials (banners, posters, product displays, business cards flyers, etc.)
- Ensure all customer facing documentation/emails/promotional materials correspond with the Greystone Brand aesthetic
- Assist the Product and Marketing Manager in readying all tradeshow signage, displays and literature, coordinating with all necessary entities to ensure all materials are complete by the prescribed date
- Continuous improvement and process development related to processes within and Product Management and Marketing



Education, Training & Experience

- Completed a marketing or design program
- Experienced with InDesign, Illustrator & Photoshop
- Able to provide a portfolio of design projects
- Social media marketing knowledge

Skills and Competency Requirements

- Working knowledge of Microsoft Word and Excel
- Organized
- Self-starter, team player with positive attitude
- Creativity
- Strong attention to detail

Preference will be given to applicants that can prove a successful track record.

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

Applications should be forwarded to Jodi Mattatall.

Please email resume and cover letter to mattatall.j@greystoneenergy.com