

One of the largest Atlantic Canadian based general contractors, Marco works throughout the Atlantic region and other areas of Canada with offices located in Dartmouth, NS, St. John's, NL and Calgary, AB.

In response to the large amount of P-3 work forecast to take place throughout Atlantic Canada in the next five years, we are moving to significantly expand our existing P-3 division. As a result of this exciting growth, we have an immediate opening for the following position:

Administrative and Marketing Assistant

Working under the supervision of the P3 Procurement Director, the ideal candidate would possess the following:

- Excellent oral and written communication skills
- Capacity to efficiently prioritize and work under tight deadlines
- Proficient in Microsoft Office applications such as MS Word, PowerPoint and Excel.
- Superior organization and administrative skills
- Ability to prepare and deliver project proposals
- Experience in construction industry knowledge and terminology

The successful candidate will be responsible for providing administrative support to one or more people in the department P-3 Division. The successful candidate will be responsible for preparation of proposals, information/introduction packages, presentations, pre-qualifications and expressions of interest for current and prospective clients. Responsibilities include:

- Attend presentations and assist in running and supporting IT systems
- Use graphic programs to enhance the appearance of proposals
- Create organizational charts and flow diagrams to support proposal narratives
- Maintain document control for proposal correspondence and tender documents
- Track, coordinate and solicit narrative information from project partners
- Answer phones and take messages for division members
- Assist the department in all administrative needs
- Create and maintain spreadsheets

Marco offers a competitive compensation package; a corporate wellness program; a diverse work environment; full health benefits and pension; continuing education; and the opportunity for advancement. This is a great opportunity for individuals who wish to join a strong, successful and highly respected growing team.

If this opportunity matches your experience and interest, please forward your resume in confidence to ccarter@marcogroup.ca. We thank all applicants for their interest; however only candidates selected for an interview will be notified.