

**Job Title: Project Coordinator**

**Company: Ace Project Marketing Group**

**Location: Kelowna, B.C.**

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**About Ace Project Marketing Group:** At Ace Project Marketing Group, we strive to transform visions into reality by connecting people with the places they call home. We believe that exceptional marketing and sales strategies can create meaningful communities and enhance lives. Our commitment to innovation, collaboration, and integrity drives us to deliver outstanding results for our clients and make a positive impact on the real estate industry. Learn more about our projects and services on our website: [Ace Project Marketing Group](#).

**Job Description:** As a Project Coordinator in Ace Project Marketing Group, you will play a crucial role in supporting the planning, execution, and completion of various creative and administrative projects to support sales and marketing. You will work closely with the Creative Project Manager and other team leads and members to ensure that all projects are completed on time and within scope. Your organizational skills, attention to detail, creative ideas, and ability to communicate effectively will be essential to your success in this role.

**Key Responsibilities:**

- **Project Support:** Assist the creative, leadership and internal teams in the development and implementation of project plans and schedules.
- **Communication:** Maintain clear and effective communication with Project Managers, vendors, and internal teams. Prepare and distribute project updates and other communications as required.
- **Documentation:** Assist in the creation and maintain comprehensive project documentation, plans, SOPs, and reports. Ensure that all project documents are up-to-date and accessible to team members.
- **Scheduling:** Coordinate project schedules, track milestones, and ensure that deadlines are met. Arrange and facilitate project meetings and follow up on action items.
- **Resource Management:** Assist in the allocation and management of resources, including personnel, equipment, and materials. Ensure that resources are used efficiently and effectively and procedures are followed correctly.
- **Quality Control:** Ensure that project deliverables meet the required standards and specifications. Assist in conducting quality assurance checks and implementing corrective actions as needed.
- **Sales and Marketing Tasks:** Support the sales and marketing team in the execution of campaigns, preparing promotional materials, tracking sales performance, and executing the contract process.
- **Event Planning:** Assist in the planning and coordination of marketing events, open houses, and other promotional activities.
- **Social Media Management:** Independently plan and execute social media content for Ace channels (Instagram, Facebook, LinkedIn). Work with our team to develop content, draft copy, and edit videos using tools like Canva or video apps.

**Team Leadership:**

- Serve as a point of contact for internal team members and vendors, addressing their inquiries and providing project updates.
- Lead by example to manage creative and support teams to success.
- Assist in delegating and overseeing the workflow and output of team members
- Seek educational opportunities to improve skill sets and knowledge.

**Qualifications:**

- **Education:** Bachelor's degree in Business Administration, Marketing, Real Estate, or a related field.
- **Experience:** 2+ years of experience in project coordination, preferably within the real estate or marketing industry.
- **Skills:**
  - Strong organizational and time management skills.
  - Excellent written and verbal communication abilities.
  - Proficiency in project management software (e.g., Google Business Suite, Asana, Slack).
  - Familiarity with real estate sales processes and marketing strategies.
  - Ability to multitask and prioritize tasks effectively.
  - Strong problem-solving skills and attention to detail.
  - Proficiency in Canva and ability to draft creative copy for social media
  - Strong understanding of social media strategy
  - An eye for creativity and ability to communicate creative feedback

**Additional Requirements:**

- Ability to work independently and as part of a team.
- Flexibility to adapt to changing project requirements and deadlines.
- Strong interpersonal skills and the ability to build and maintain relationships with vendors and team members.
- Knowledge of local real estate market trends and regulations is a plus.
- Ability to travel to Kelowna Headquarters and to project locations when necessary.

**Why It's Great to Work for Ace Project Marketing Group:** Ace Project Marketing Group offers individuals an unparalleled opportunity to work with a growing company with a clear vision to be Canada's undisputed leader in real estate and to set a new standard of excellence for experience and innovation in the world of new home sales. Join us and be part of a team dedicated to creating meaningful communities and enhancing lives through exceptional marketing and sales strategies.

**How to Apply:** Submit your cover letter and resume on our website [theacepmg.com/careers](https://theacepmg.com/careers) or via email to [info@theacepmg.com](mailto:info@theacepmg.com).