



# E.B. Horsman & Son

*The Electrical Distributor of Choice!*

## About Our Team

E.B. Horsman & Son (EBH) has been in business since 1900. We are strong, nimble and growing! EBH is proud to be a successful Western Canadian electrical distributor with 20+ locations throughout Alberta, B.C. & Saskatchewan, and one of Canada's Best Managed companies. We take pride in attracting and retaining the best people in the electrical wholesale industry with a strong culture, a competitive compensation package, opportunity for personal and professional development and a chance to make a difference. Are you ready to join the EBH team?

## Why Join the EBH Team?

### The Perks.

- Full benefits package
- Competitive compensation plan
- Profit-sharing
- Employee share ownership program (ESOP)
- RRSP matching after 1 year of employment
- Birthday day off

**The People & Culture.** You will be a part of a collaborative team with people you can be proud to work with.

**Continuous Development.** You will have access to our EBH University for personal & professional development. Training & Development has been an essential part of our culture. Increasing our knowledge not only builds confidence but empowers growth through learning.

## About the Role

We are currently seeking to fill a **Marketing Assistant** position for our **Head Office** team. The Marketing Coordinator provides support for marketing initiatives that create brand awareness and drive profitability. They will be working closely with the Marketing Supervisor and VP of



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Marketing on internal and external communications, design, projects, promotions, and events.

## Position Type/Schedule

This role will be onsite based out of the Head Office. This is a full-time position, Monday-Friday, 40 hours per week with the ability for hybrid remote work following the probationary period.

## Location

19295 25th Ave, Surrey B.C

## What are the Key Accountabilities?

- **Communicator.** In this role, you will rely upon your creative mind and you recognize relationship building is an essential part of the role.
- **Collaborative.** You will be working with the marketing team and providing support with various departments/branches at EBH.
- **Strategic thinker.** Creatively driven and is comfortable sharing strategy ideas, insight, and recommendations for designs within your team and to leadership.
- **Project management.** There will be periods of heavy workload and being able to navigate through delegation of task to meet tight deadlines.
- **Creative.** You have a highly-trained eye for great visual content which includes editing, copywriting skills, and or creative writing skills, and feel comfortable providing feedback to achieve the best possible outcome
- **Motivated individual.** With the continued growth, you will be challenged in a fast-paced environment with competing priorities.



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NEWS



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- **Database management.** Ability to manage a customer database and track surveys, newsletter, blog post performance and other social communications.

## What You'll Bring To This Role?

- Diploma or a recent graduate in Marketing, Communications or a related discipline such as English or the equivalent in academics and work experience
- Superior written communication skills with strong attention to detail and grammar
- Highly developed in editing, copywriting skills, and/or creative writing skills
- Skills in writing for the Web, developing SEO improvements and content optimization practices
- Demonstrate creativity in design of content and communications
- Intermediate computer skills including high proficiency with design software, proficiency with MS Office and the ability to learn new software, wordpress would be an asset
- Familiar with project management software such as Asana, Hubspot and Slack
- Project management minded
- Ability to be inclusive, collaborative and respectful
- Must be able to work through periods of heavy workload and multiple tight deadlines
- Previous exposure to the electrical industry or wholesale would be an asset



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## **Our Core Values: Celebrating the Past, Empowering the Future**

Teamwork & Collaboration | Integrity | Commitment | Reliability | Initiative | Continuous Improvement

## **Take Your Next Step With EBH**

If you believe your skillset matches the above description and are an enthusiastic, innovative, passionate, and energetic individual we would like to hear from you. Please visit our website to apply for this posting at [www.ebhorsman.com/careers](http://www.ebhorsman.com/careers) or click "Apply" on this posting.

## **Our Commitment to Inclusion & Diversity**

E.B Horsman & Son is a proud equal opportunities employer, and we are committed to creating a respectful, inclusive, and barrier-free workplace that allows all of our people to reach their full potential. A diverse workforce is a key to our success, and we believe in bringing your whole self to work. We welcome all qualified candidates to apply and hope you will choose E.B. Horsman & Son as your employer of choice.

We thank all interested applicants. However, we are only able to work with those who live in Canada and have permanent working status. Please note that only those chosen for an interview will be contacted.



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