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Graphic Designer/Marketing Coordinator

Organisation d'embauche
Entourage HR

Type d'emploi
Temps plein

Durée d'emploi
Permanent

Secteur d'emploi
Real Estate

Lieu de travail
Greater Montreal, Quebec, Canada

Salaire de base
55,000 $ - **Salaire de base**
65,000 $

Date postée
25 septembre 2026

Valable jusqu'au
30.09.2026

Description

Our client is seeking a creative, detail-oriented Marketing Coordinator / Graphic Designer to support its commercial real estate leasing team. This is a hands-on, highly visible role in a growing organization, with the opportunity to take ownership of marketing execution and grow into a broader marketing function over time.

Responsabilités

Key Responsibilities

- Create and update leasing collateral, including flyers, presentations, floor plans, site plans, and marketing templates.
- Produce graphic design assets for digital and print marketing.
- Manage social media content and support external advertising initiatives.
- Coordinate photography, videography, drone content, and related vendors as needed.
- Maintain website and property marketing content.
- Support leasing events, promotional materials, signage, corporate merchandise, and other special projects.
- Work closely with the leasing team to present properties professionally and consistently.

Qualifications

Required Qualifications

- Bilingual in French and English, written and spoken, with strong attention to grammar and detail.
- Proficiency in Adobe Creative Suite, especially InDesign, Photoshop, and Acrobat Pro.
- Strong graphic design portfolio demonstrating a clean, professional aesthetic.
- Comfortable working independently, managing multiple priorities, and taking initiative.
- Advanced Microsoft 365 skills.

Preferred Qualifications

- 1–3 years of experience in a design, marketing, or content-production role.
- Diploma or certificate in Graphic Design; bachelor's degree in marketing is an asset.
- Experience with commercial real estate, B2B marketing, fashion, or another design-led industry is welcome; real estate experience is not required.
- Experience with AutoCAD, Revit, SketchUp, 3D modelling, photography, video editing, or drone operation is an asset.
- Valid driver's licence; access to a vehicle is preferred.

Avantages sociaux

- Medical & Dental benefits
- Vacation
- Personal days