

Southport is a not-for-profit property management and development company, located 3 km south of Portage la Prairie, Manitoba, Canada. Our goal is to establish a world-class business centre balanced with lifestyle, wellness, and recreation facilities. Southport is looking for a Coordinator, Communications (Permanent- Full Time).

Reporting to the Director, Business Development, the Coordinator, Communications is responsible for communication between Southport and its existing customers, future customers, the public and the media. This position uses Southport's communication channels as well as advertising, public relations strategies, events and other marketing pieces to promote a consistent message and perception.

Tasks include but are not limited to:

- Coordinating digital presence, including updating company website and app, creating content for social media
- Maintaining and updating branded content including promotional materials and items
- Planning and executing public relations and customer appreciation events
- Implementing communications plan and customer service strategies for all staff members
- Investigating new trends and methods of communication

Self-motivation, strong organization skills, the ability to manage multiple projects and deadlines and a willingness to learn and adapt are key qualities for this role.

The prospective candidate should have a degree or diploma in the field of marketing, creative communications, public relations or a related discipline. A combination of education and experience will be considered.

Southport offers a comprehensive and competitive benefits package including medical, drugs, dental and vision coverage, vacation and wellness days as well as an RRSP Plan.

Interested applicants are invited to send their resumes and cover letter to:

Southport Aerospace Centre Inc.

Attention: Human Resources

25 Centenaire Drive

Southport MB R0H 1N1

Email: hr@southport.ca

Deadline for submission of resumes is December 9, 2018.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Southport exists to develop and manage commercial properties by offering cost effective facilities, a functional airport, a customer focus and professional facility services to grow the value of our assets.