

# Sales & Marketing Assistant

Are you a creative and innovative thinker who thrives on being an integral part of a dynamic team in a fast paced environment? Are you motivated, exceptionally well organized and customer service oriented with great communication skills? If this describes you, consider the career opportunity of Sales & Marketing Assistant at Winton Global Homes, fast becoming known as "Employer of Choice" in Prince George.

Key duties will include:

- Managing files & paper flow through business units
- Scheduling and coordinating trade shows and associated travel
- Designing & publishing marketing material under direction of the Sr. Marketing Advisor
- Managing information in databases and our CRM software
- Tracking and reporting sales to Management
- Minute taking and reporting for our Management Committee

For a more detailed job description please visit our website @ [www.wintonglobal.com](http://www.wintonglobal.com) under Employment Opportunities.

All inquiries will be treated confidentially. Please email your cover letter and resume to: [homes@wintonglobal.com](mailto:homes@wintonglobal.com).



HOMES DIVISION

We're a real time saver!

Winton Global Homes Division is an integrated manufacturing company specializing in the production of panelized homes and engineered building components.

WINTON GLOBAL. We measure up.

Cover Letter and Resume  
must be received by  
March 22, 2010.



No phone calls please.

[www.wintonglobal.com](http://www.wintonglobal.com)