



AGRA FOUNDATIONS

With over 60 years' experience in North America, AGRA Foundations Limited ("AGRA") has established itself as a leader in the deep foundations industry. Through our affiliation with the Soletanche Freyssinet group of companies, AGRA combines local experience with international expertise and has the ability to complete any size of foundation project. Our employees enjoy a safe and stable work environment and a competitive compensation package based on experience. AGRA is currently seeking a permanent, full time Marketing Coordinator to join our organization at our Edmonton Head Office.

Reporting to the President, the Marketing & Communications Coordinator is a key contributor to the ongoing success of AGRA. The successful candidate will work closely with other Senior Management team and members of the Soletanche Marketing and Communications Team. The role will be responsible for the delivery of internal communications, targeted advertising, website material, and consistent branding for promotional items and operational campaigns. This position will also support General Accounting functions. The successful candidate will be a self-starter, results-orientated, motivated to work in a virtual team environment, bring an engaging and cheerful attitude, as well as a strong work initiative.

The Employee is required to perform the duties outlined and attached to this Agreement as Schedule "A".

SCHEDULE "A"

KEY RESPONSIBILITIES OF POSITION

- *Marketing and Communications Functions*
 - Manage inventory of marketing materials including distribution and re-supply
 - Manage inventory of corporate apparel and promotional items including distribution and re-supply
 - Interact with marketing vendors and track efforts
 - Maintain AGRA placement in Association Directories (ADSC, ECA, Piling Canada, etc.)
 - Maintain directory of completed AGRA project profiles
 - Maintain Photo of the Month contest program
 - Draft Internal Newsletters
 - Support Commercial Department as related to Website Update efforts
 - Support Commercial Department as related to Pre-qualifications
 - Provide support to AGRA key marketing and business development initiatives (Luncheons, Trade Shows, Internal Events)
 - Provide support to other Business Development functions and research as requested
 - Complete all orders for business cards

- *Accounting Functions*
 - General reception duties
 - Maintain Job Listings
 - Manage Job setup and weekly update of internal award report
 - Provide support to other Accounting Functions as required (i.e. data entry, cheque runs)
 - Bank and mail runs

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

QUALIFICATIONS

- Post-secondary degree or diploma in marketing or communications;
- 2-5 years experience in a service company environment, specifically developing marketing content in the context of engineering and construction;
- Experience with InDesign software
- Strong communication and interpersonal skills;
- Computer literate in a Windows environment;
- Strong proofreading and technical writing skills;

By joining our team, you will become part of a growing team and have opportunities to build strong relationships with industry leaders from around the world. A competitive benefits package is just another reason why AGRA is a great place to work.

If you are interested in this exciting opportunity, please apply by email to careers@agra.com. Alternatively, you may mail your resume to the Edmonton Office at 5347-75th Street, Edmonton, AB, T6E 0W4 or send it via fax to 780-466-7465.

Only candidates being considered for this position will be contacted. AGRA is an equal opportunity employer.