



Five International Limited
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JOB DESCRIPTION

Sponsorship Strategists, Canada and China

MAJOR RESPONSIBILITIES/DUTIES:

- a) Advise and develop communication strategies for internal contracts.
- b) Coordinate design and advertising.
- c) Oversee production of internal newsletters (E-vents).
- d) Guide and assist clients to effectively market events and programs.
- e) Develop new sponsorship.

REQUIREMENTS/QUALIFICATIONS:

- Diploma in Communications or equivalent work related experience
- Demonstrated written and oral communication skills
- Strong project management skills•
- Strong desk-top publishing and word processing skills
- Ability to maintain concentration as work is subject to frequent interruptions
- Ability to work in a multi-task and multi-deadline environment

PERFORMANCE COMPETENCIES AND CRITERIA:

- Ability to meet multiple, competing deadlines
- Provide superior customer service
- Ability to work well under pressure
- Ability to work as a team member
- Ability to provide quality publications with minimal instruction, supervision and time
- Achievement of project/activity objectives
- Excellent organizational, prioritization, and customer service skills
- Ability to set goals and timelines and to work on deadlines
- Work experience in an educational environment is a definite asset
- Ability to work and communicate effectively with a variety of people
- Able to work independently with minimal supervision

APPLY BEFORE: May 1, 2012

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