

	MANAGEMENT SERVICES BD AND ESTIMATING BD COORDINATOR Primoris Canada 28509 96 Avenue Acheson, AB T7X 6J7 Applications accepted at: https://www.prim.com/careers	HRM-01-003J4
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COMPANY PROFILE

Primoris Canada is an infrastructure contractor serving major firms in the oil, gas, power, petrochemical, and heavy oil industries and include services covering tailings and hydro-transport pipeline construction and maintenance, storage tank construction and maintenance, industrial facilities multi-discipline construction and maintenance, piping fabrication, and pipeline integrity services.

SUMMARY

The Business Development Coordinator will work alongside the BD Director to drive growth and foster strategic partnerships.

JOB DUTIES

- Export awarded bids from the project management system and importing them into the CRM.
- Create engaging social media posts for executive team members and compile account leads to generate new business opportunities.
- Initiate and maintain internal engagement with staff via Teams channels, email, and other communication platforms to foster a collaborative and informed work environment.
- Develop and execute a yearly marketing plan to promote our brand and services effectively.
- Create and update presentations, brochures, one-pagers, and other marketing materials to support business development and Human Resources initiatives.
- Manage key account plans and provide regular updates to the business development team with key headlines about targeted accounts.
- Update revenue forecasts and perform monthly data entry tasks to ensure accurate financial reporting.
- Research upcoming events and manage a yearly events calendar with dates and other relevant details to facilitate attendance and participation.
- Attend multiple events throughout the year to educate clients, vendors, and other stakeholders on our company's offerings.
- Collaborate with the operations team to create a quarterly internal newsletter.
- Managing a photo assets bank containing photography of sites, staff, and other relevant material for marketing and communication purposes.
- Create, manage, and update profiles of recently completed projects to showcase our capabilities and expertise.
- Maintain and update a project experience log covering all work previously completed by the company.
- Optimize Google My Business profiles and other Primoris Canada accounts for effective brand awareness and engagement.
- Maintain communication with corporate headquarters to ensure alignment across the business unit regarding marketing and communication guidelines.
- Other duties as requested by management

QUALIFICATIONS/SKILLS

We thank all applicants for their interest, however only those candidates chosen for further review will be contacted. All applications will be kept confidential and will be retained for future consideration.

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- Microsoft Office Specialist (MOS) Certification.
- Business Administration Diploma is considered an asset.
- Proven ability to communicate effectively.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team in a fast-paced environment.
- Proficiency in Microsoft Office suite.
- Willingness to learn and adapt to new challenges and responsibilities.
- Proactive and confident.
- Strong verbal and written communication skills.
- Previous experience in a marketing or administration considered an asset.

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