



<b>CO-OP JOB DESCRIPTION</b>	
<b>Company Name</b>	Grey House Publishing Canada
<b>Contact Name, Number and Email</b>	Caitlin Beatty; (416) 644-6479; cbeatty@greyhouse.ca
<b>Address</b>	555 Richmond Street West Suite 301. PO BOX 1207 Toronto, On. M5V 3B1
<b>Program of Interest</b>	Business Administration Marketing (preferred) OR Marketing Management
<b>Co-op Job Title</b>	Marketing and Administration Co-Op Placement
<b>Start Date</b>	May 6, 2013
<b>End Date</b>	August 23, 2013
<b>Salary (hourly)</b>	\$13/hr
<b>No. of Hours/ wk</b>	20 Hours with possible increase to 40
<b>Reports To</b>	Caitlin Beatty
<b>Cover Letter Required?</b>	Yes
<b>Car Required?</b>	No

#### **Company Profile**

GREY HOUSE PUBLISHING CANADA INC is the publisher of the *Canadian Almanac & Directory*, Canada's leading source book since 1847 that has been distributed to over 120 countries around the world. We specialize in providing database and directory content solutions servicing the library, government and corporate markets in Canada while our parent company in New York State focuses on the US and international markets.

#### **Job Duties & Responsibilities**

We are currently seeking a bright and talented individual with a positive team spirit to join our small group of dedicated individuals. As a co-op placement, you will be given the opportunity to work with and assist various departments in our company for the overall goal of learning better administration and marketing. You will assist with all marketing campaigns- including print, online, social media, email, events and tradeshow- as well as the analysis of these campaigns. You will also learn administration responsibilities, such as customer service, product management, invoicing, accounting and more.

Working directly with graphic designers, printers, sales representatives, editors and more, this opportunity will allow you to learn from experienced individuals and be a part of a dynamic and fun work environment.

#### **Skills & Qualifications**

- Excellent written and verbal communication skills
- Knowledge of major Social Media outlets, including: facebook, twitter, pinterest, and youtube
- Advanced level of proficiency in Word, PowerPoint, Excel and Outlook
- A keen attention to detail and proofreading abilities
- Excellent organization skills in order to keep track of multiple projects
- Ability to multitask and prioritize multiple responsibilities
- Must be adaptable and flexible in order to meet changing demands and stringent deadlines
- An enthusiastic, self-motivated, pro-active, team player mentality

\*Please contact your school's co-op board for more information