



BERWICK
RETIREMENT COMMUNITIES



Join our Team

Since 1989 Berwick Retirement Communities has been offering quality retirement living in seven residences across BC: Victoria (2), Nanaimo, Comox, Kamloops, Campbell River & Qualicum Beach. We are proud to be Island Owned & Managed.

Berwick Retirement Communities is currently accepting applications for a **Community Relations Assistant at Berwick Comox Valley**.

This is an excellent opportunity to work with a dynamic team, make a difference in the lives of our residents, and grow your career with the leading company in the industry.

The Community Relations Assistant role will work an average of 24 hours weekly, Wednesday, Thursday & Friday 8:00am-4:30pm. Flexibility is required to meet operational needs.

The position includes a full benefits package including medical, dental, extended health & Employer-Matched RRSP contributions.

Duties:

Reporting to the Community Relations Manager, this position will be responsible for assisting with all aspects of marketing including conducting tours, maintaining the marketing database, and distribution of information to prospective clients over the phone, mail, and in person.

The successful candidate will have some sales experience and will represent the organization in a professional and enthusiastic manner while ensuring a warm and caring approach.

For more information, visit www.berwickretirement.com. Proud to be BC owned and operated.

Qualifications:

- A minimum of 2 years experience in a marketing and sales capacity with post-secondary education in the marketing field (preferred)
- Proficient with MS Office programs (Word, Excel, Outlook, & Publisher)
- Experience working with marketing database systems including data entry, reporting and analysis of marketing statistics
- Experienced and competent with event planning
- Self-motivated team player with excellent judgment and interpersonal skills with co-workers, seniors, and the general public
- Ability to effectively interact with various individuals involved in a resident focused environment
- Experienced and comfortable speaking with individuals or groups of people while marketing the community during tours or marketing events

Please provide your cover letter and resume to the General Manager, Berwick Comox Valley
bcv.admin@berwickrc.com

What Our Staff Are Saying About Working With Berwick Retirement Communities

I love working at Berwick. Each day presents different opportunities to challenge ourselves. I get to work closely with staff and residents to ensure that the programs we offer are the highest quality and most up to date. We have such a great team that supports each one other and inspires me to do my best.

- Jacqueline, Recreation Manager Berwick on the Park since 2017

One of the things I enjoy about working with Marquise at Berwick is the people I am surrounded with. My team is upbeat and focused on teamwork and high quality food. The company also has room for growth which is what we all want from an employer.

- James, Sous Chef, Marquise Food Services at Berwick on the Lake since 2004

It has been my pleasure to work at Berwick these past 10 years as a Resident Care Aide. I have enjoyed sharing many touching moments with residents and staff; they are all like family to me.

- Heather, Enhanced Living Services, Berwick House since 2008.