



ZAS Architects Inc. is an award-winning, mid-sized architectural consulting firm with offices in downtown Toronto, Vancouver and the United Arab Emirates. Our projects include all levels of educational facilities, community buildings, corporate offices and complex residential projects. The firm's expanding portfolio includes the Bergeron Centre for Engineering Excellence at York University, the Vaughan Civic Centre Resource Library in Ontario, and the Rosemont Hotel & Residence in Dubai, all of which have enjoyed international recognition. Open minded creativity, team spirit, ability to actively listen and constantly learn, are important qualities embraced by our staff and allow our practice to thrive while creating high-quality, innovative, beautiful, yet affordable places.

Currently, we are looking to expand our staff in the **Toronto Office** and are seeking a **Promotions Coordinator** who is a creative self-starter with a passion for great design.

Qualifications/Knowledge:

- 3+ years of relevant professional work experience
- Post-secondary education in a relevant discipline
- Excellent written and oral communications skills - you consider yourself a strong writer
- Advanced proficiency with Adobe Creative Suite and MS Office
- Excellent time management skills - ability to prioritize, work independently and with teams, ability to multi-task under tight deadlines
- Equally creative and organized with an attention to detail

Description of Tasks:

- Produce high quality competitive proposal in response to formal RFPs - including managing an efficient go – no go process, outlining deliverables, writing, editing, graphics, in-house print production, coordinate with in-house staff and external consultants
- Maintain and update project profiles, boilerplate topics, resumes
- Prepare presentations, awards submissions, brochures and other promotional material
- Monitor bid sites for new pursuits. Research leads
- Update website, social media platforms, databases
- Develop/maintain tools to support business development efforts

Bonus

- Previous experience within an architectural firm or with proposal development
- Experience with wayfinding and signage

Sounds like a match?

Please submit your resume and cover letter by email to info@zasa.com. Make sure to include *Promotions Coordinator* in the subject line. We welcome writing/design samples with your CV.

We thank all applicants for their interest however only those selected for an interview will be contacted.