



RBI is a quality electrical and communication services firm, with locations in Ontario, Alberta and Nevada, helping clients with our expertise in industrial maintenance, commercial construction, network cabling, VOIP telephony and design build.

Executive Assistant / Marketing Coordinator

In this fast paced, high level administrative role you will provide administrative support to the President and spearhead corporate marketing strategies by:

- *Managing the President's calendar, coordinating corporate events and arranging travel logistics;*
- *Composing professional correspondence and RFI's, plus conducting detailed research on potential acquisition targets;*
- *Supporting business development through professional writing;*
- *Coordinating marketing efforts in print & electronically including the RBI website, newsletter, LinkedIn, Twitter and Facebook;*

As the ideal, successful candidate you will have:

- *Superior MS-Office (Word, Excel, Outlook, PowerPoint) skills;*
- *A Marketing degree or diploma with 3+ years of progressive executive administrative assistance expertise;*
- *Outstanding communications abilities and be highly organized.*

To join our growing team, please apply in writing to:

Robertson Bright Industries, LLC
5125 S. Valley View Boulevard,
LAS VEGAS, NV 89118

✉ careers@rbigroup.net



ONTARIO ALBERTA NEVADA