



# Job Posting

**Position:** Account Manager  
**Location:** Georgetown, Ontario

Greenhouse is recruiting for an Account Manager to join our growing team! Greenhouse Marketing and Communications is a full service sales, marketing and recruitment consultant agency working exclusively in the retirement living, long term care and home care sectors. This dynamic, full-time position is accountable for supporting the existing senior team members and assisting in the continued growth of the organization.

#### Key Responsibilities:

- Provide analytical, sales and project support to CEO, COO and VP Strategy
- Conduct client visits and produce reports that include key findings and recommendations
- Provide effective and timely customer support to key accounts including sales management, marketing counsel, community outreach plan development, and marketing strategy including advertising, direct mail and digital plans

#### Skills and Qualifications:

- **Required:** 3-5 years' experience in sales & marketing in the retirement, long term care or seniors' home care sectors
- **Preferred:** post-secondary degree or diploma in a related field (business/marketing)
- Demonstrated experience in account management, sales planning, business and marketing plan development
- Experience developing advertising creative concepts
- Extensive computer skills, including MS Office, PowerPoint, Excel and familiarity with CRM systems
- Effective communication skills, both written and verbal
- Strong and professional customer service skills
- Strong attention to detail and the ability to effectively prioritize projects and deadlines with composure
- Self-directed, mature individual with experience working in a fast-paced entrepreneurial environment

To apply for this position please e-mail your resume to  
[sylvia@greenhousemarketing.ca](mailto:sylvia@greenhousemarketing.ca)