



Opportunity Profile

IT & Digital Marketing Associate, Trust Services (1 Year Contract)

Peace Hills Trust

Edmonton – Trust Office

February 8, 2023

Company

Peace Hills Trust is Canada's largest and oldest First Nations owned federally regulated financial institution and is also Canada's only independent Trust Company. Employing over 100 people, Peace Hills Trust provides personal and business financial services through a network of 9 Regional Offices and electronic services.

Peace Hills Trust is wholly owned by the Samson Cree Nation of Maskwacis, Alberta. Its Corporate Office is located in Edmonton, Alberta.

Trust Services

Trust Services is leading Canada in First Nation Trusts! Peace Hills Trust, as a First Nation owned organization, is dedicated to the successful administration of First Nation Trusts and has been doing so for over 40 years.

Trust Services is exclusive to First Nation Trusts, provides Customized Trust Services, offers Exceptional Client Service and is founded on the principles of honesty, integrity, and transparency.

The Opportunity

We are looking for IT and digital marketing experience to help build our brand and help maintain our high level of client satisfaction and efficiency.

As our IT and Brand Ambassador, you will provide high-level quality IT and marketing support to the Trust Services team while acting as a liaison between the Regional Offices and AVP's and VP. Accountable for data inputting and digital marketing a high level of accuracy and creativity is required.

The role will provide an opportunity in improving your communication skills, gain valuable insight to Trust Services processes, build stronger relationships and ultimately establish our reputation as a company that provides excellent customer support with potential leading into future growth and career opportunities within in the company. The role will be 1 year contract with potential for full time permanent.

Accountabilities include:

- Update all existing and new records of client information into the CRM system.
- Maintain CRM system to service all client portal accounts.
- Support client needs to access and setup accounts/password changes/user security.
- Use social media as a tool to market Trust Services and to further implement our brand recognition (Instagram, Twitter, Cyberimpact)
- Run marketing campaigns to promote PHT Trust Services at in person events etc.
- Collaborate with AVP to provide assistance with client services and administration of the Trust Department.
- Any other duties as assigned.

The Ideal Candidate

The IT & Digital Marketing Associate position is a perfect step towards a career within the trust industry and is ideally suited for an individual with marketing experience.

Selected candidates will work in a stimulating progressive environment that moves quickly and effectively in servicing a well-focused market, along with a competitive salary and a full range of benefits.

Qualifications:

- College diploma or University degree or relevant experience in IT or marketing.
- 3 to 5 years marketing experience.
- Willingness to enroll or complete the NATOA, CSC, and/or courses required to do your job.
- Knowledge of banking and trust services is an asset.

If you are a highly motivated individual looking for a challenge, we invite you to forward a detailed resume and brief letter outlining income expectations and how the position applied for fits into your career goals to:

Peace Hills Trust Company
Corporate Office
Phone: 780.421.1606
Email: georgina.villeneuve@peacehills.com

We appreciate the interest of all applicants however only those selected for consideration will be contacted.

Deadline Date: February 29, 2024