



JOB DESCRIPTION	
Company Name	LeadingGreen Training and Consulting Inc.
Contact Name, Title, Number and Email	Lorne Mlotek President/CEO info@leadinggreen.ca
Address	15 Abbeywood Trail Toronto, ON Canada M3B3B4
Program of Interest	Marketing / Office Management
Job Title	Marketing and Administrative Assistant
Start Date	August 2023 – May 2024 with possible extension
Salary (hourly)	17.00 \$/hr + depending on experience and location
No. of Hours/ wk	30-40
Reports To	Lorne Mlotek
Car Required?	No
Company Profile	<p>LeadingGreen Training and Consulting Inc. is a sustainability education provider for LEED (Leadership in Energy and Environmental Design). LEED is simply a green-rating point system, or a scorecard for buildings. The more energy efficient and sustainable a building is, the more points it will earn. Just as Buildings can be LEED certified, people in the sustainable construction industry can become LEED Professionals. LeadingGreen is the number one provider in the world for LEED exam preparation and has educated over 10000 people in over 200 cities world-wide resulting in a 99% pass rate.</p>
Job Duties & Responsibilities	
<ul style="list-style-type: none"> • Communicate with University and College departments, building associations and course coordinators in nearly 100 different cities through Email and Phone communication • Research new methods of marketing to a wide variety of student and professional audiences • Become familiar with the subject matter and be able to provide customer support through Email and Phone communication • Establish and maintain partnerships in a polite and professional manner 	
Skills & Qualifications	
<ul style="list-style-type: none"> • Proficiency in Microsoft Excel and Microsoft Outlook with speed being most important • Extremely effective oral and written communication skills. Must be fluent and clear. • Must be extremely organized, very detail-oriented, and can follow detailed instructions • Strong web research abilities • Passion for sustainability and knowledge about buildings is an asset • The ideal candidate should be a quick learner who thrives in a fast-paced, dynamic environment who can accept responsibility and at times a challenge • Must be able to work with little to no supervision and meet deadlines 	

Application Instructions:

1. Please email your Resume to info@leadinggreen.ca with subject JOB APPLICATION – 009
2. Please include a recorded sound file of you reading the following script and try to sound natural and engaging.
 - a. Sample sound file here - <https://leadinggreen.com/wp-content/uploads/2018/07/LEED-marketing-sample.wav>

“Hi this is *First Name* calling from LeadingGreen and we are hosting a sustainability workshop about LEED next month and we were hoping you could extend the invite to all undergrads and grads in the Department of Civil Engineering. Lorne sent you an email this morning with all the information to forward out to them. Please reply or CC me on the email you send out.”

Record yourself and send the audio file with your resume to info@leadinggreen.ca with subject JOB APPLICATION – 009