



**DBx GEOMATICS**

Job Offer

December 2011

## Communication Assistant

DBx GEOMATICS inc. is an industry leader in the development of interactive web mapping applications. In the past few years, the company focuses on its own software solution, CartoVista (<http://www.cartovista.com>) which allows government and business to display and analyze their strategic data in innovative ways.

To help grow the CartoVista commercial success and its business development we offer a position for a communication assistant. We are looking for a self-motivated, bilingual individual who possesses a solid background in communication and customer relationships. If you are looking for challenges and you are interested in joining a small and dynamic team, we are the company for you.

You should enjoy a busy role, taking care of a lot of details. You will easily have the latitude to go above and beyond your job description to help the company achieve its goals.

Tasks will include planning and managing communication activities (events, roadshows, exhibitions, etc.), updating websites, arranging print and e-newsletters and supporting sales and business development.

The role could suit a candidate with communication, marketing or sales experience. In addition, if you have sound administrative experience with good communication skills and are keen to develop your career in a domain in rapid expansion, then this could be your chance!

Knowledge and interest for web development and geomatics for business is an asset.

**Job Title**

Communication Assistant

**Type de poste**

Full-time

**Company Web Site**

<http://www.dbxgeomatics.com>

**Starting Date**

January 9, 2012

**Position responsibilities**

- Manage DBx GEOMATICS communication activities (web site content, press release, newsletter, tradeshow, etc.).
- Participate in the customer analysis and market strategy for the company products and services.
- Write business proposals for customers.
- Identify target and contact sales prospects.

**Overall position requirements**

- Bachelor of Advertising and Marketing Communications
- Experience in E-Marketing (web content, email campaign).
- Experience in Public Relations (press releases, etc.) and networking.
- Perfect knowledge of both English and French, spoken and written.
- Efficiency in office work and task management.
- Superior inter-personal communication, team work, and customer service skills.
- Good presentation, professionalism and sense of business

**Technical requirements**

In depth knowledge of the following software:

- Microsoft Outlook
- Microsoft Excel
- Microsoft Word

### **Other desirable qualifications**

- Experience and knowledge of information technology, web development or geomatics
- Graphic design

### **Conditions**

- Annual salary: \$45,000 to \$50,000.
- 37.5 hours a week
- Flexible hours

### **Location**

37 St-Joseph Boulevard  
Gatineau (Hull sector), Québec

If you are interested, please send your curriculum vitae at the latest on January 6th  
2012 at 16h00.

#### **By email (preferably):**

[careers@dbxgeomatics.com](mailto:careers@dbxgeomatics.com)

#### **By mail:**

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