



Join the Team at PRA Group Canada – London, Ontario

Communications Specialist

Our Organization

PRA Group Canada is one of the most established organizations within the Debt Acquisition and Collection Industry in Canada. Our Company purchases portfolios from leading financial services organizations, and then recovers the accounts through a customer-focused set of strategies and tactics. We go the extra mile to ensure the experience of all original account owners is professional, flexible and customer-oriented.

We are an international organization with an expanding global presence, and bring valuable industry expertise and experience to the market place. Our Canadian Head Office is located in London, Ontario; and we have a second location in Montreal, Quebec.

We are currently looking for a Communications Specialist to join our London, Ontario team on a permanent, full-time basis.

What does a typical workday look like for a Communications Specialist?

In this role, you will provide support to the Canadian Operations with duties that relate to internal and external communications, and marketing. You are responsible to be aware of and comply with all relevant legislation, information security best practices and company policies. Specific responsibilities of this role include:

Direct Marketing Campaigns and Workflow Letter Management:

- Participate in the development of campaign materials, ensuring the clarity of the message and overall design of the materials
- Use strong communication skills to roll campaign strategy to the internal collection floor
- Utilize strong organizational skills to keep track of all campaigns, and to ensure campaign communications are up to date and organized on the Intranet
- Maintain the internal workflow letters and ensure changes are made as necessary and according to the internal approval process; and that changes are communicated to all stakeholders

Marketing Materials and General Communications:

- Use graphic design skills to create, complete and/or alter document branding and maintain up-to-date versions on the Intranet
- Work with Operations to document and create materials and signage for monthly and quarterly staff incentives
- Assist in the development of all required internal and external communications and business development collateral
- Work with the communications team at head office to ensure signage, office materials, office newsletters etc. are created and delivered consistently to all members of the Canadian operation
- Coordinate with PRA Group Europe and PRA US on all website updates and edits
- Coordinate charitable giving and/or company sponsorships, as well as develop and perform professional business presentations to stakeholders

Additional duties and projects as assigned by the Director of Strategy - Canada

What qualifications are required for this position?

- Post-Secondary education in communications, marketing, administration or other related field
- 2 years' experience in a communication, marketing or administrative role
- Ability to work independently with minimal direction; while being collaborative and innovative in a team setting
- Experience working with vendors, customers and clients
- Proficiency with Microsoft Excel, Word, PowerPoint and Publisher
- Experience with Adobe Photoshop and InDesign an asset
- Excellent communications skills, both verbal and written
- Pass criminal background check

What is great about working for PRA Group Canada?

- A competitive compensation program, including: 3 weeks' vacation to start, group health and dental program, pension plan, employee assistance program, and tuition reimbursement program
- Competitive Salary based on relevant experience, and annual bonus program
- Talent developmental opportunities for motivated and engaged employees
- Innovative organizational programs that recognize top performers within the Canadian team
- Positive work/life balance
- Complementary tea and coffee

What type of scheduling does PRA Group Canada offer?

- This role is suitable for motivated individuals able to commit to a full-time schedule of 40 hours per week
- Monday to Friday, business hours

What is the Application Process?

Please submit your cover letter and resume by Tuesday, February 19, 2019 via email to:

[humanresources@PRA- Group.ca](mailto:humanresources@PRA-Group.ca)

We thank all applicants for their interest; and will contact those selected to participate in the interview process.

We are compliant with Accessibility for Ontarians with Disabilities Act (AODA) legislation.
Accommodations will be provided upon request.