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Marketing Coordinator

Description

We are looking for an enthusiastic Marketing Coordinator to join our team supporting a wide variety of marketing projects and tasks. As a Marketing Coordinator, you will collaborate with our sales team as well as product managers and operations management.

Responsibilities

- Product photography including Photoshop editing and exporting
- CRM support and reporting
- Assist in marketing and advertising promotional activities (e.g. social media, customer communications, and web)
- Support company events & trade shows
- Assist in development or updating of marketing materials including sales sheet and company sales presentations
- Support digital activities including website updates and projects
- Support the marketing team in daily administrative tasks such as literature and promotional item ordering and fulfillment

Qualifications

Exceptional desire to learn along with professional drive

- Strong verbal and written communication skills as well as organization and time management skills
- Excellent knowledge of MS Office and Adobe Creative Suites (specifically InDesign, Illustrator, Photoshop)
- Familiarity with marketing software and applications
- Passion for the marketing industry and its best practices
- Desire for a variety of marketing and sales support tasks
- Bachelor's degree in marketing, advertising, or communications
- Past work experience as a marketing coordinator or similar role
- Excellent writing, communication, and presentation skills
- Proficiency in full Microsoft Office suite, especially with Excel and PowerPoint

Job Benefits

- Dental care
- Paid time off
- RRSP match
- Vision care

Hiring organization

INTS Consulting

Employment Type

Full-time

Job Location

Mississauga, ON

Working Hours

8 hours shift

Base Salary

\$ 40,000 - \$ 50,000

Date posted

2021-11-17

Contacts

Send your resume to intsconsulting.hr@gmail.com