



<https://intscanada.com/job/marketing-administrator/>

Marketing Administrator

Description

Operating Company: Nobel Biocare
Location: Richmond Hill, ON, CA
Date Posted: October 4, 2023
Req Number: R5017685

Hiring organization

INTS Consulting

Date posted

2023-10-23

Job Description:

Seeking a detail oriented marketing administrator who can assist with marketing training and events execution. Role functions include supporting the development of marketing brochures, web-pages, e-mail and social media content for Canadian events. This role requires cross-functional alignment with marketing, events, graphics, sales.

- Support the execution of best practice digital marketing and event campaigns
- Creating content for a variety of platforms including social media, e-mail and website
- Coordination and creation and delivery of events in Canada
- Tracking consumer and content analytics generating reports and presentations
- Facilitates detailed planning in support of venues, catering, participant data capture, course evaluations, hand-outs, CE credits and name badges
- Submits vendor invoices to accounting
- Ensure follow-up with participants who have attended courses and ensure marketing qualified leads are entered in dynamics CRM and actioned in the Sales Funnel
- This role requires flexible working hours, with some early morning starts in the Training Centre, as well as some late evenings and weekends

Job Requirements:

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- Bachelor's degree preferred with minimum of two year's administrative experience.
- Requires strong ability to organize, prioritize projects and multi-task effectively and efficiently in high pressure circumstances.

