

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

# ?????-Marketing Administrator

## **Description**

Operating Company: Nobel Biocare Location: Richmond Hill,ON,CA Date Posted: October 4, 2023 Reg Number: R5017685 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 mulit-task effectively and efficiently in high pressure circumstances.

- · French speaking an asset.
- Strong computer skills with expertise in MS office suite including outlook, word, teams, excel and dynamics 365.
- Strong organization and writing skills.
- Strong problem solving and relationship management.
- · Must posses excellent grammar and writing skills.
- Requires strong ability to organize, manage time, prioritize projects and multi-task effectively and efficiently in high pressure circumstances.
- Must be a quick learner and posses a high level of attention to detail as well
  as possess excellent problem solving skills and the ability to think quickly in
  critical situations.
- · Ability to work evenings and weekends if needed.
- Ability to travel when required for off site program support.
- Event Planning experience an asset.
- The ideal candidate will live near: Richmond Hill, Markham, Vaughan, Aurora, North York

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### **Operating Company:**

Nobel Biocare

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