



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

Marketing Assistant

Description

About Us

Food Service Solutions is a company of experienced chefs who have lived the life and walked the walk. We are Canada's leading distributor of commercial kitchen equipment. Our team is dedicated to providing solutions for operators and chefs through consultation, ideation, and equipment implementation.

The Role

Food Service Solutions Inc. has an immediate opening for a **Marketing Assistant**. The ideal candidate will have experience in sales, marketing, administration and/or events. We are looking for someone who is a team player, has a positive attitude, and is willing to go the extra mile for our internal and external customers. This position reports to the Marketing Manager.

What you will do:

- Collaborate with the Marketing team to manage on-going and new brand marketing initiatives
- Daily admin tasks to ensure the functioning and coordination of department activities
- Collaborate and arrange contributions for web, social media, and blog content as well as assist in the execution of a digital marketing strategy.
- Assist in the organizing of trade shows, conferences, and events
- Create or update presentation files or sales support materials and marketing literature (price lists, brochures, press releases, sell sheets etc.)
- Updating email contact database as well as drafting email campaigns.
- Organization, distribution and ordering of marketing collateral and promotions items/SWAG.
- Support the development and utilization of social media, web, CRM and quoting platforms.

Your skills, experience and qualifications:

- A diploma or degree preferably in Marketing, Business, or Administration
- Good understanding of marketing principles, market research techniques and office management
- Strong Microsoft office skills (Word, Excel, Outlook, PowerPoint)
- Experience using Salesforce or a similar CRM preferred
- Energetic, enthusiastic and positive attitude
- A team player able to work collaboratively with colleagues, but also works well independently
- Strong attention to detail
- Excellent communication skills
- Ability to thrive in a fast-paced environment
- Ability to multi-task, prioritize and manage time effectively
- Bilingual English and French preferred

Benefits:

- Bonus – this role is eligible for a bonus of up to 10% of the base salary if all company and personal metrics are achieved.
- Health, Dental, Vision and disability benefit plan
- Paid Vacation

Food Service Solutions welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Job Types: Full-time, Permanent

Salary: \$42,000.00-\$47,000.00 per year

Benefits:

- Casual dress
- Company events
- Dental care
- Disability insurance
- Extended health care
- On-site parking
- Paid time off
- Vision care

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Supplemental pay types:

- Bonus pay

Application question(s):

- What are your salary expectations?

Education:

- DCS / DEC (required)

Experience:

- Marketing: 1 year (required)
- Event Management: 2 years (required)

Language:

- English (required)
- French (preferred)

Work Location: In person

Hiring organization

INTS Consulting [REDACTED]

Date posted

2023[REDACTED]26[REDACTED]