



JOB OFFER – MARKETING COORDINATOR

Company : Symetris.ca

City : Montreal, Plateau-Mont-Royal, near Mt-Royal metro

Job : Marketing Coordinator

Job description

Full-time position (5 days/week) with flexible schedule.

The marketing coordinator works in collaboration with the president and project manager to ensure that the business and projects are managed efficiently with a focus on marketing and sales. His/her responsibilities include:

- Writing proposals
- Identifying and seizing marketing opportunities
- Monthly and quarterly follow-ups
- Managing clients and timelines
- Testing deliverables (quality control)
- Administrative tasks

Requirements

- ✓ Minimum 1 year of experience in administration/communications (or equivalent degree);
- ✓ Willingness to learn, adaptability, autonomy, initiative and attention to detail;
- ✓ Well organized, thorough and responsible;
- ✓ Good time management and prioritization;
- ✓ Excellent communications skills, able to be autonomous and a team player;
- ✓ Able to cope with stress;
- ✓ Motivated to work in a growing small business;
- ✓ Written and spoken English and French (fluently bilingual);
- ✓ Extra points: Experience with web development and social media.

Company description

Founded in Montreal in 2004, Symetris develops effective websites that go beyond marketing: they are designed as business tools for our clients.

How to apply?

Send your CV and cover letter to Brad Muncs : jobs@symetris.ca