



JOB POSTING

Position: Marketing Assistant
Department: Marketing
Job Type: FT Permanent
Location: 290 Humberline Drive, Toronto ON, M9W 5S2

Alumicor is a leader in the market with multi-plant operations across Canada. We recognize that our continued success very much depends on the relationships we have established with our employees, suppliers, customers and shareholders. These are partnerships built on mutual success that has been growing for more than half a century.

Job Summary

Reporting to the Director of Marketing, the Marketing Assistant will be responsible for all activities in support of the marketing functions as well as carrying out administration tasks.

Key Responsibilities

- Company Marketing and Sales Materials –Responsible for the development, implementation, distribution and/or project management of product catalogues, CAD details, presentations, videos, brochures, technical sales data sheets, test reports, checklists, product samples, corporate communications, RFQ, invoices and Purchase Order control
- Centralized Information – ongoing creation and maintenance of Product Folders, Project/Product Photo Gallery, Dealer Information and Catalogue Updates on Server and Web site (as appropriate), Intranet updates, social media execution and analytics, business report facilitation, manage tracking report and identify trends
- Responsible for the planning and coordination of corporate events such as Customer Appreciation Golf Tournament, trade shows, dealer council, external and internal events

Qualifications

- University degree– Marketing, Advertising or Business Administration
- Minimum 2 years work experience in a similar role
- Strong computer skills and proficiency with:
 - MS office suite: Word, Excel, PowerPoint, Outlook
 - Adobe: Photoshop, Illustrator
 - Wordpress
- Attention to detail and analytical skills to perform numerical analysis, using data from a variety of sources.



- Self-directed, results oriented with a solid ability to effectively prioritize workflow.
- Solid command of the English language, (verbal and written) with a superior telephone manner. Bilingual (English, French) an asset
- Must have a professional demeanour with advanced communication skills (verbal and written) to all levels of management and staff, as well as outside clients and vendors.
- High level of organization and project coordination skills, including managing marketing budget and expenditure control/tracking
- Experience working on technical products, architects an asset
- Excellent interpersonal skills and demonstrated ability to collaborate effectively with a broad range of individuals and groups.

Working Conditions

- Some travel may be required.
- Ability to attend and/or conduct presentations
- Will be required to wear protective equipment in designated areas such as: hard hat, safety glasses, hearing protection and steel toed safety shoes.
- Flexible with a high tolerance for distractions and interruptions.
- Able to occasionally lift items as heavy as 20 lbs
- Manual dexterity required to use desktop computer and peripherals
- Overtime as required

If you MEET the above requirements and are interested in applying for this position, submit your resume to **opportunities@alumicor.com** along with your salary expectations. Please specify the title in the subject line.

Accessibility: We are committed to providing an inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise Human Resources of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

NO AGENCIES PLEASE