

## **Jr. Sales & Marketing Assistant**

The Jr. Sales & Marketing Assistant is motivated, outgoing, and creative, has strong communication skills (inbound\outbound sales), can multi-task, and able to work independently with minimal supervision. We are looking for an ambitious individual who will add value to our Sales & Marketing team. The position will cover a wide variety of task that will focus on building B2B and B2C customer relationships.

### **Responsibilities**

- Respond to sales inquiries (inbound\outbound sales calls)
- Assist in the administration of the sales program
- Basic designs and\or changes to marketing presentations
- Assist in managing the online and social media presence
- Participate in regular sales team meetings
- Coordinate mail-out marketing programs using various platforms
- Market research for sales and marketing campaigns
- Data entry and maintenance of databases
- General administrative duties as required

### **Skill Requirements**

- Excellent written and oral communication skills
- Highly organized, attention to detail and the ability to multitask
- Experience in telephone and digital communication
- Proficient knowledge of MS Office products and Adobe Design
- Creativity and an aptitude for digital media and graphic design
- Well-developed customer service skills
- Self-confidence and enthusiasm in a high-volume work environment
- Ability to work in a team environment and independently
- Comfort navigating various social media platforms

### **Experience**

- Customer Service Sales Experience: 1 year (Preferred)
- Social Media E-Commerce Marketing: 1 year (Preferred)
- Graphic Design: 1 year (Preferred)

### **Language**

- English (Preferred)
- French (Asset)

### **Benefits**

- Eligible for health & dental benefits after 3-month probationary period

**Please send resume to [worx.rd@worx.ca](mailto:worx.rd@worx.ca)**