

Hiring –Marketing and Sales Coordinator

Posted: October 4, 2018

Are you looking for a fast-paced work environment where you can take initiative, think outside the box and work with people who are striving to make a difference in the world? Apply now to help our team of human environment consultants roll out our marketing and sales strategies.

Shared Value Solutions (SVS) is seeking a full-time Marketing and Sales Coordinator with experience in running marketing campaigns, tracking sales data, maintaining databases, and supporting our team to do good work in our Guelph, Ontario, Office. The ideal person will be highly creative, motivated, and detail-oriented and would align with our values to have fun, make money, do good and do good work.

Our core business is in Environmental Assessment support and strategy; oral history, land use and occupancy studies; Indigenous and private sector business partnerships; and community consultation and engagement. We need your help telling this to the world!

SVS's office is located in Guelph, Ontario, Canada.

Salary and benefits are competitive and negotiable.

	Marketing and Sales Coordinator
Sales-Focused Responsibilities	<ul style="list-style-type: none"> • Support SVS' sales team with administrative tasks, meetings, Hubspot CRM, and to-do lists • Coordinate and manage the Request for Proposal (RFP) process • Ensure the functionality and coordination of the team's sales activities • Support sales staff by providing existing sales data, market trends, forecasts, account analyses, new service information materials and relaying customer service requests
Marketing-Focused Responsibilities	<ul style="list-style-type: none"> • Conduct market research • Support marketing and advertising campaigns by preparing strategic support, plans, and objectives • Assist in the planning and execution of all aspects of inbound marketing campaigns • Prepare marketing reports by collecting, analyzing, and summarizing data • Keep promotional materials current, ready and in stock • Post online content to the company's website and social media accounts • Draft copy for marketing literature (brochures, press releases etc.) • Draft design for print and online materials • Assist in planning meetings and conferences • Maintain and curate a marketing content library • Manage brand consistency across all platforms • Maintain the company website and online presence • Ensure the functionality and coordination of the team's activities

	<ul style="list-style-type: none"> • Accomplish organization goals by accepting ownership for new and different requests • Explore opportunities to add value to the company through your role • Other duties as assigned
Qualifications	<ul style="list-style-type: none"> • Bachelor’s Degree in Business Administration, Marketing, Communications or Advertising • 2+ years’ sales operations, marketing, advertising, copywriting, or related experience • Strong attention to detail • Familiarity with inbound marketing philosophy • Big Picture Thinker with exceptional verbal and written communication skills • Experience with governmental agencies and the RFP process • Proficiency in MS Office, marketing automation software, and cloud-based software and tools (e.g., Google Analytics, Google Apps, Adwords, WordPress etc.) • Proficiency with Adobe Creative Suite • Proficiency in Hubspot – marketing and sales functions <p>Asset qualifications include: Experience working with Indigenous communities, working in an environmental consulting company, graphic design, multimedia story telling, or GIS software.</p> <p><i>Think you have other qualifications that we’d be interested in? Let us know!</i></p>

Contact

Please send your resume via email to:
 Erin Knight, HR Manager
HR@sharedvaluesolutions.com

Timeline

We will continue to accept applications until we find the right candidate.

About Shared Value Solutions

SVS is a growing consulting firm whose core business is in regulatory and Environmental Assessment support and strategy; oral history, land use and occupancy and archaeology studies; Aboriginal and private sector business partnerships; and community consultation and engagement.

We assist Indigenous and non-Indigenous communities and private sector companies in coming together to create shared value for all parties involved.

Our mission is to “have fun, make money, do good, and do good work”.

For more information: www.sharedvaluesolutions.com and www.facebook.com/SharedValueSolutions.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.