

Sales & Marketing Coordinator – Parental Leave Contract

Collicutt Energy Services, a leader in the power generation and natural gas industry, is currently seeking a full time Sales & Marketing Coordinator to join the Collicutt team in the Red Deer Head Office. This position will be a 12-18 month contract to cover a parental leave. We are looking for someone who is ready to challenge themselves and help grow the company.

The successful candidate will:

- Have excellent written and verbal communication skills
- Participate in the development and implementation of the strategic marketing plan
- Be the liaison for marketing material and/or be the creator of marketing content including:
 - Brochures, posters, banners, signage, etc.
 - Decals for service trucks, equipment, buildings, service stickers, etc.
 - Presentations, videos, etc.
 - Articles and blog posts
- Responsible for the creation, content and management of the social media platform with LinkedIn being the most commonly used
- Work collaboratively with all departments & branches to assist in creating content
- Responsible for promotional products amongst all branches
- Coordinate tradeshow
- Set up bid & tender websites and help both the Canadian and US sales team navigate sites
- Review, edit and format documentation such as RFPs, quotes, job descriptions, presentations, case studies, blogs and articles, etc.
- Help create and edit videos (training and other marketing videos)
- Order uniforms for a variety of departments
- Ensure all marketing material meets branding standards
- Manage sponsorships and advertising (sport teams, online magazines, etc.)
- Support and occasionally lead in events planning
- Help manage company websites
- Support sales team with their lunch and learn presentations, videos, training, marketing material, etc.
- Manage client donations and Christmas gifts/cards for employees and clients.
- Manage employee awards (recognition wall, online awards program)
- All other duties as required

The position requires:

- Post-secondary education in Business, Marketing or Communication
- 2 years of related experience
- Exceptional written and oral communication skills
- Positive team player, strong interpersonal skills, and an ability to work collaboratively with team members and customers
- Website content management experience would be an asset
- Strong organization and time-management skills
- Strong attention to detail
- Self-motivation; the ability to work in a very dynamic environment
- Able to consult with people and seek innovative solutions
- Able to work efficiently as a part of a team, as well as independently and lead by example
- Working knowledge of Adobe Acrobat XPro or equivalent, Illustrator, Photoshop, etc.
- Proficient in Microsoft Word, Excel, and Power Point.
- Effective time management, including the ability to anticipate and deal with the effects of change
- An ability to address issues with certainty, assertiveness and with the company's best interests at the forefront

- Commitment to Collicutt Core Purpose and Core Values

The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals, and consider mutual RESPECT to be the key to building a cohesive, productive Team.

We offer a comprehensive compensation package including: solid group benefits, referral bonus, course reimbursement and access to world class medical specialists through our unique Best Doctor's program.

Please submit your resume in confidence, along with your salary expectation, and availability date to HR@collicutt.com.

*No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~
~ It's Fun to Win ~ Finding a Better Way*

