

Marketing Coordinator

Toronto, ON

About Us

Inscape is a design enabler. We have been saying Yes since 1888 with a versatile portfolio of systems, storage and wall products that are adaptable and built to last. With care and consideration, and more than a century of expertise, our philosophy is to always do what we can to say Yes.

About the Role

Reporting to the Director of Marketing, the Marketing Coordinator is responsible for support of all key marketing functions, with a focus on design and e-marketing activities.

- No Direct Reports
- 100% Office

Primary Tasks & Responsibilities

- Assist the Director of Marketing in overseeing all aspects of various marketing campaigns and ensuring they all remain on target, brand and budget
- Work with the Director of Marketing to develop campaigns and initiatives for both digital and print. This includes: product launch and awareness campaigns; product catalogues; corporate marketing campaigns.
- Execute campaigns and initiatives noted above
- Coordinate marketing material with print and media providers
- Coordinate media relations, PR, sponsorships, and events
- Coordinate customer and company events (project timeline, budgeting, vendor coordination, event set up and logistics)
- Collaborate with other team members to ensure efficient leveraging of marketing activities
- Assist with fulfillment and inventory management of literature and samples
- Respond to customer requests in a timely fashion
- Provide additional coordination and marketing support as required
- Other duties as assigned

Knowledge, Skills, Abilities & Education

- Bachelor's degree with a focus in Marketing, Communications or related field is preferred
- 1-3 years of experience in a marketing related capacity
- Proficient in PowerPoint, WordPress, Adobe Creative Suite, especially InDesign, Photoshop and Acrobat

If you have the qualifications for the above position and are interested in joining a team oriented progressive company with excellent benefits, please submit your resume for consideration to careers@inscapesolutions.com.

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

**Inscape values employment equity and is an equal opportunity employer.
Inscape will provide reasonable accommodation to applicants with disabilities.**