



## **Marketing Co-coordinator**

The Marketing Co-coordinator is a member of the Marketing team, reporting to the Marketing Manager. The candidate should possess excellent organizational, analytical and communication and interpersonal skills. The Marketing Co-coordinator's responsibilities include:

- Support Marketing Manager in the implementation of marketing strategies.
- Co-ordinate and deliver web-based and print marketing plans in a timely manner.
- Assist with creating marketing copy.
- Assist with the research and selection of promotional materials.
- Assist with the delivery and analysis of marketing research studies.
- Recording and tracking subscriptions and coordinating delivery

### **Qualifications**

- At least 1 year College/University education In Marketing or Communications
- Exceptional writing, editing and communication skills
- Organized with the ability to work in a fast paced work environment
- Experience using MS Office