



marketing coordinator

Posted by Solaris Management Consultants Inc.

Posting Date : 13-Jan-2026

Closing Date : 12-Jul-2026

Location : Surrey

Salary : \$\$36.61 to 38.66 (To be negotiated) / 37.5 hours per week Per Hour

Job Requirements

- **Education:** Bachelor's Degree in Marketing or relevant field
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ2107424

Job Description:

We are looking for a Marketing Coordinator for our company located at 5588 Panorama Drive Surrey, BC V3S 1B7. This is a full time permanent position.

The work must be completed at the physical location

Position Type: Full-Time Permanent

Duties:

- Develop all kinds of events for publicity, fundraising and information purposes
- Develop communication strategies
- Evaluate communication strategies and programs
- Implement communication strategies and programs
- Oversee the preparation of public written material
- Prepare written material such as reports, briefs, website content
- Train staff
- Perform administrative tasks
- Plan development projects
- Conduct comparative research on marketing strategies for industrial and commercial products
- Answer written and oral inquiries
- Assist in the preparation of brochures, reports, newsletters and other material
- Co-ordinate special publicity events and promotions

- Gather, research and prepare communications material
- Initiate and maintain contact with the media
- Prepare and/or deliver educational, publicity and information programs, materials and sessions
- Conduct analytical marketing studies
- Develop portfolio of marketing materials
- Develop feasibility studies
- Conduct online marketing, E-commerce and Website promotions
- Develop marketing strategies
- Deliver presentations at conferences, workshops or symposia
- Maintain and manage digital database
- Write and edit press releases, newsletter and communications materials
- Analyze data
- Analyze data and prepare reports

Job Requirements:

- Language: Good knowledge of English is required
- Years of Experience Required: at least 3 years of relevant work experience
- Education Required: Bachelors Degree in Marketing or relevant field

- Computer and technology knowledge
- Adobe Experience Manager (AEM)
- Excel Visual Basic for Applications (VBA)
- Internet of things (IoT)
- Microsoft Publisher
- MS Office
- MS Outlook
- MS Windows
- Adobe Illustrator
- Adobe Photoshop
- HTML editing software
- MS Excel
- MS PowerPoint
- MS Word
- Figma
- LinkedIn
- WordPress

Social Media
Adobe Acrobat Reader
Adobe Suite
Adobe Premiere Pro
HP/UX
Communication software
SharePoint
Website creation and management software
Functional expertise
Public relations or communications

Type of industry experience
Energy

Area of specialization
Communications
Brand management
Digital media

Additional information
Work conditions and physical capabilities
Fast-paced environment

Personal suitability

Client focus
Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility
Initiative
Organized
Team player
Accurate
Dependability
Reliability
Integrity
Quick learner
Leadership

Benefits

Health benefits

Dental plan
Disability benefits
Health care plan
Paramedical services coverage
Vision care benefits

Financial benefits

Registered Retirement Savings Plan (RRSP)

Other benefits

Wellness program

What you must include in your application:

Job reference number 2

Answers to the following screening questions:

Are you authorized to work in Canada?

Are you available to start on the date listed in the job posting?

Do you have experience working in this field?

Do you live near the job location?

What might be required by the employer later in the hiring process:

Highest level of education and name of institution where it was completed

References attesting experience

Apply by :

By email

careers@solaris-mci.com

Online

<https://www.solaris-mci.com/careers/>

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: careers@solaris-mci.com

Posted On Aboriginaljobsincanada.Com