

## **Sales & Marketing Coordinator**

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. We are looking for someone who is ready for the opportunity to grow with the company and challenge themselves.

### **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
- 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
- Website content management experience would be an asset
- Responsible for reviewing bid & tender websites on a daily basis for both the Canadian and US sales team
- Assist with formatting and reviewing quotes
- Monitoring Key Performance Indicators (KPIs)
- Perform a variety of other duties related to the sales team's day to day functions
- Special projects and other duties as assigned

### **The position requires:**

- Post-secondary education in Business, Marketing or Communication
- 2 years of related experience with a proven track record in a coordinator or administrator role
- Exceptional written and oral communication skills
- Positive team player, strong interpersonal skills, and an ability to work collaboratively with team members and customers
- 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, RRSP matching, 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](mailto:HR@collicutt.com) or fax to our Red Deer office at 403-309-9605.

*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*

