

Marketing Coordinator

BOJAK is a manufacturer of large-scale material handling systems for the automotive, food packaging, and sterilization industries. The ideal candidate will enjoy a demanding fast-paced environment requiring high levels of multi-tasking in a team setting.

REPORTS TO

President, BOJAK Manufacturing

PRIMARY RESPONSIBILITIES & DUTIES

- Generate new sales leads.
- Use different promotional tools to attract prospective clients.
- Improve and update company website.
- Support marketing campaigns, content creation and social media updates.

ACCOUNTABILITIES AND PERFORMANCE MEASURES

- Accountable for lead generation and representing BOJAK in a professional manner.
- Accountable for timely and effective email outreach programs and following up with potential leads.
- Comply with all Health & Safety policies and procedures.
- Maintain an excellent attendance & punctuality record.

EDUCATION, SKILLS & EXPERIENCE REQUIRED

- College or university diploma in Marketing.
- Strong verbal and written communication skills are required.
- Excellent problem-solving skills and a proven ability to multi-task in a fast-paced environment.
- Extensive experience working with Wix, LinkedIn, Google Analytics, and major Social Media Platforms are a requirement.
- Employ a friendly personality, respectful of co-workers, and be able to work with individuals as part of a team.
- Motivated self-starter with high level of initiative.
- Able to take direction and communicate with others.
- A valid CPIC and Driver's License will be required.

Please submit your resume and cover letter to: careers@bojak.com