

# Marketing & Communications Coordinator

**Location: Toronto, ON**

## About the position

Reporting to the Marketing & Communications Manager, the Marketing & Communications coordinator will support Digital Marketing Specialist and Marketing & Communications Manager in the execution of a strategic Marketing and Communications program for the Canadian Industrial Chemicals Business to help drive business goals.

The Marketing & Communications Coordinator will be instrumental in reporting on all marketing initiatives, as well as heavily involved in developing and sourcing content from the business, reviewing materials and ensuring requests from the business are received and addressed within the Marketing & Communications Calendar.

## What you'll do:

- Assist in writing and development of internal and external e-marketing communications, blog posts, presentations and other written material and collateral
- Provide regular reporting digital marketing initiatives using Google Analytics, Google Adwords, Sprout Social and Pardot
- Coordinate with members of the internal team to source content points, distribute materials, organize logistics
- Project manage specific marketing and communications projects, as determined by the Marketing & Communications Manager
- Implement and coordinate internal communications and culture initiatives and campaigns, as determined by the Marketing & Communications Manager
- Develop strong working relationships with Sales Coordinators and Account Managers to help determine new opportunities for marketing support and tools
- Document Marketing & Communications processes, file key documents, ensure Marketing Collateral library is up to date
- Other duties as required

## What you will require:

- University Degree or College Diploma in a related program, such as marketing and communications
- 1 – 2 years' experience in a Marketing or Communications role
- Strong understanding of Marketing principles with willingness to progress additional education
- Excellent written and oral communications skills
- Experience working in a fast-paced, customer-focused environment
- Strong interpersonal skills with the ability to interact and build relationships with internal and external stakeholders at all levels
- Experience with social media and digital marketing content and reporting tools such as: WordPress CMS, Google Analytics, Google Adwords, Pardot/Campaign Monitor or similar e-mail marketing tool
- Proficient in MS Office, familiarity with Adobe Creative Suite and Salesforce an asset
- Bilingual in French and English is an asset

## We have:

- Competitive wages and great benefits
- A pleasant place to work with the best co-workers around
- Enjoyable company events throughout the year
- Training and education reimbursement programs

## How do I apply?

Please send your resume and cover letter to [toronto.hr@univarcanada.com](mailto:toronto.hr@univarcanada.com) and indicate the job title in the subject line of your email. All candidates are subject to a background check. We thank all applicants for their interest in careers at Univar.

## About Univar

Univar Canada is the leading distributor of chemistry and related innovative products and services in Canada. We provide more chemical products and related services than any other company in the marketplace. Our wide distribution network, with locations coast-to-coast, helps guarantee fast, reliable service to Univar's customers.

To read more about our successes and what we do, please visit: [www.univar.com](http://www.univar.com).