

Marketing Coordinator Mega Group Inc. – Boucherville Office

Mega Group Inc. is Canada's largest retail buying and support group of independent furniture, appliance and consumer electronics retailers. We are dedicated to providing programs that stimulate growth and promote success. Our vision is to be the essential supplier of retail services ensuring the continued success of the Independent Home Goods retail channel in Canada. As a Platinum Member of Canada's Best Managed Companies, we serve over 600 retail members across the country with offices located in Saskatoon, Toronto and Montreal.

We are proud to provide an employee-friendly work environment, where work-life balance is a priority. We value the talents and abilities of our employees and strive for an open, flexible, cooperative, and dynamic work environment.

We are seeking a Marketing Coordinator in our Boucherville office. Reporting to the Marketing Manager, the incumbent's primary responsibilities will be:

- Participate in preparing annual plans and provide support to all Marketing Managers in strategy implementation.
- Provide digital campaign production and management support, from gathering information and coordinating production, distribution, reporting and billing, to contacting suppliers, retailers and other stakeholders.
- Participate in coordinating flyer production from PO creation, product & price revision, following up with the agency, proof reading, versioning, and coordinating approvals.
- Coordinate quotes and other requests with agencies and business partners; deliver campaigns within budget and projected timelines.
- Inform and educate merchandisers and sales team on various program performances.
- Interact with and assist retailers who participate in the group marketing programs.
- Provide required campaign support to Digital Services, Marketing and Store Design for our various in-store and web site initiatives (imagery, copywriting, production).
- Assist in preparing all program communication and ensure proper distribution.

Qualifications

- Bilingualism (English/French) is required.
- 2-3 years of experience in Marketing with digital marketing and/or web site management responsibilities.
- Post-secondary Degree in Marketing or Communications is required.
- Experience with Google and Facebook advertising and reporting platforms is an asset, as well as an advertising agency background.
- Excellent communication skills, both written and verbal.
- Strong Microsoft Office skills (Power Point and Excel).

Please apply in confidence no later than May 10, 2019 to hr@megagroup.ca

**Please note that only those candidates selected for an interview will be contacted.*