



# CAREERS

## Marketing Coordinator

**ATOM-JET INDUSTRIES** is a custom machining and advanced manufacturing company in Brandon, Manitoba. Atom-Jet has been in business since 1962.

The Atom-Jet Group has a reputation for producing quality products and recently received the Manitoba Chamber Outstanding Long-Term Achievement Award.

We are seeking an energetic and creative individual to join our Marketing team.

### Benefits

Atom-Jet recognizes that the people within our team are our most valuable asset, because of this Atom-Jet provides its employees with:

1. A comprehensive benefit package, at no cost to our employees.
2. Pension matching
3. Competitive salaries and wages
4. Work life balance
5. Regular social events

### Job Summary

The primary role of the Marketing Coordinator is to plan, curate, design, and proof our advertising content across various marketing channels. The candidate will assist in Market Development campaigns to grow our business into new territories, while collecting data to analyze the effectiveness of our ongoing Marketing campaigns.

### Duties and Responsibilities

- Plan, curate, design, and proof advertising content for Social Media, Online, and Print advertising
- Aid in the design and proofing of the annual product catalogue
- Maintain and improve CRM Database
- Schedule, design, and monitor performance of E-Blast campaigns
- Organize and maintain all company digital assets such as photos and videos
- Inventory Management of all promotional items, display product, and marketing material
- Data collection & analytics on all gathered advertising leads and warranty campaign
- Assist in market research on new territories for company expansion
- Liaison with Territory Managers, Atom-Jet Representatives, and Distributors
- Flexibility to assist with other departments

### Requirements

To be considered for this position, applicants must possess the following characteristics:

**Experience** – Background in graphic or web design is ideal but not required. Willing to train for the right applicant.

**Education** – Diploma or certificate from an accredited Marketing & Communications program.

**Skills** – Applicant must be proficient in the use of the Microsoft Office program suite. Must be able to work both independently and as part of a team. Strong planning and time management skills are required.

**Attributes** – The applicant must exhibit creative thinking, effective communication skills, strong attention to detail, and the ability to conduct and analyze market research.

### How to Apply

Please forward resumes via email to [hr@atomjet.com](mailto:hr@atomjet.com) or drop off in person to Atom-Jet Industries Ltd., 2110 Park Ave, Brandon, MB.