

SENIOR MARKETING COORDINATOR

Beyond Technologies is a professional services firm, specializing in the integration of SAP solutions and the optimization of business processes. We are currently looking for a Senior Marketing Coordinator to join our rapidly growing dynamic team. The Marketing Coordinator will organize and facilitate the workflow of marketing projects.

Your tasks:

- Centralize marketing reports by collecting, analyzing, and summarizing results on all marketing campaigns (social media, website, email campaigns, events, RFPs, SEO and SEM campaigns)
- Support the sales team with ad hoc requests and follow up on sales actions taken on marketing leads
- Communicate campaign objectives, timelines, and deliverables to sales team
- Plan and manage meetings, events, conferences, and trade shows by identifying, assembling, and coordinating requirements
- Organize the maintenance and development of internal tools/sites and update assets and presentations
- Prepare monthly marketing presentations to share results internally
- Manage promotional material (ordering, inventory management, shipping, coordination work with graphical designer)
- Update website content as needed
- Track marketing expenses and monitor budgets
- Enforce brand guidelines and ensure all-around consistency (style, fonts, images, and tone)

You have:

- Bachelor's degree in marketing, communications, or a related field
- Minimum 2+ years of experience as a marketing coordinator or similar role, with strong project management skills
- Experience coordinating several projects simultaneously
- Excellent writing, editing and proofreading skills in English and French
- Ability to gather large amounts of data and convert it into meaningful analysis and reports
- Ability to meet tight deadlines
- Hands-on experience with Content Management Systems (e.g. WordPress) and Marketing Collaboration Tools (e.g. Trello and Asana)
- Experience in the IT industry or Professional Services industry an asset

You are:

- Adaptable
- A team player
- Detail-oriented
- Super organized and structured
- Dynamic and likes a challenge
- Passionate about communication
- Thorough with follow-ups
- Proactive and reactive
- Perfectly bilingual in French and English

At Beyond, we want our employees to be happy and healthy both on and off the job. Everything we do and offer to our employees is based on our philosophy that investing in our people is good for all of us!

Beyond is dedicated and committed to promoting a diversified and inclusive work environment for everyone. Beyond Technologies is an equal opportunity employer and we believe in fostering an environment where everyone regardless of gender, race, ethnicity, sexual orientation, disability, age, or all other identities feels respected, protected and celebrated.