

Marketing Coordinator

Evergreen Window Fashions And Blinds Ltd.

Job ID
51569

VIEW THIS JOB ONLINE: <https://mail.newcomersjobs.com/jobs/51569>

LOCATION	DATE POSTED	EXPIRY DATE	
12886 Anvil Way Unit 303, Surrey, BC V3W 8E7, Surrey, BC British Columbia	01-10-2026	30-03-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 38.60	7 months to less than 1 year	College, CEGEP or other non-university or diploma from a program of 3 months to less than 1 year

Job Details

Responsibilities

- Tasks
- Develop communication strategies
- Evaluate communication strategies and programs
- Implement communication strategies and programs
- Prepare written material such as reports, briefs, website content
- Publicize activities, workshops, meetings and other events for fundraising or information purposes
- Supervise staff
- Perform administrative tasks
- Answer written and oral inquiries
- Assist in the preparation of brochures, reports, newsletters and other material
- Gather, research and prepare communications material
- Develop portfolio of marketing materials
- Conduct online marketing, E-commerce and Website promotions
- Develop marketing strategies
- Maintain and manage digital database
- Write and edit press releases, newsletter and communications materials
- Consult with clients after sale to provide ongoing support