

Marketing Coordinator

Founded in 2002, Dallas Mercer Consulting Inc. (DMC) supports hundreds of employers across Canada by managing their workers' compensation and sick leave claims. Over the years, the company has expanded to offer safety consulting, safety training and industrial hygiene services. Through its growth, DMC's core business purpose has remained the same – to advocate for employers, keep workers safe, minimize lost time and increase productivity for their clients every day.

Due to our ongoing national growth and expanding business lines, we have an exciting opportunity for a **Marketing Coordinator** in our Mount Pearl location. As the ideal candidate, you work well in a fast-paced environment both as part of a team and on your own. You must be energetic, well organized, and able to handle multiple tasks at a time. The successful candidate will become the point of reference for colleagues and customers alike, by keeping schedules and providing feedback, documentation, and information.

Your responsibilities will include:

- Maintaining strong relationships with key contacts in existing and new accounts.
- Generate leads and build relationships planning and organizing daily work schedule to call on existing or potential sales outlets.
- Respond to requests from clients and give after-sales support when requested.
- Assist in the preparation and organizing of promotional material or events.
- Reporting to management and other administrative duties as required.
- Helping determine pricing schedules for quotes.

You will need:

- A diploma in Marketing, Business Administration or equivalent experience.
- Proficiency in English with excellent verbal and written communication skills.
- Ability to understand business in a variety of industries.
- Proficient use of technology (Microsoft Office, Excel, PowerPoint, Outlook, etc.) is essential.
- Excellent judgment and decision-making skills, ability to juggle several priorities and meet deadlines.
- Experience in sales, coordinating, or administration will be considered an asset.
- A team player with high level of dedication, well-organized, with strong problem-solving abilities.
- Knowledge of Occupational Health and Safety would be considered an asset.

DMC prides itself on providing a supportive environment which offers a comprehensive benefits package including a competitive salary, RRSP program, medical & dental benefits and opportunities for training and development. This is a challenging role that will deliver great rewards to the right applicant.

If this sounds like the right fit for you, please send your resume to: solutions@dmconsulting.ca