



**79 Queen Street ♦ PO Box 67 ♦ Sioux Lookout, ON ♦ P8T 1A1 ♦ 737-1630 ♦ 1-855-644-1630**

**Marketing Coordinator**

We are currently seeking a detail-oriented and organized Marketing Coordinator to join our team. This role will primarily focus on providing administrative and operational support for price data changes and marketing initiatives for Fresh Market Foods, Your Dollar Store With More, Red Pine Convenience and Golden Eagle Convenience & Gas Bar.

**Responsibilities:**

* + Assist in monitoring price data and market trends.
	+ Update pricing information in databases and systems as directed.
	+ Conduct basic analysis of pricing data under supervision.
	+ Support the implementation of price adjustments according to company guidelines.
	+ Assist in the creation and formatting of marketing materials, including ads, banners, and social media posts.
	+ Create and maintain a photo and video library for store promotions
	+ Support the Marketing Manager in executing campaigns and initiatives.
	+ Help maintain marketing calendars and schedules.
	+ Assist with posting ads and promotional content on various platforms.
	+ Conduct basic research on market trends and competitor activities.

**Qualifications:**

* + Proficiency in graphic design software such as Adobe Photoshop or Canva.
	+ The ability to create visually appealing graphics and engaging video content for social media posts, campaigns, and other marketing materials is essential.
	+ Strong attention to detail and accuracy.
	+ Basic understanding of pricing concepts and marketing principles.
	+ Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
	+ Excellent organizational and time management skills.
	+ Ability to work collaboratively in a team environment.
	+ Good communication and interpersonal skills.
	+ Eagerness to learn and grow in a marketing and pricing support role.

**Benefits:**

* **Vacation Pay:** 10 vacation days after 1 year.
* **Medical & Dental Benefits, Long Term Disability program**: Accessible after completing a 3-month probation period.
* **Wellness Program:** Access to Staff Wellness Program which encompasses the FMF Gym.
* **Financial Flexibility:** Dayforce Wallet for pay access when needed.
* **Staff Discount:** 20% discount at Your Dollar Store with More and 10% discount at Fresh Market Foods after 3-month probation.

**Education**:High school diploma or equivalent; Associate's degree in Marketing, Business Administration, or related field is a plus.

**Terms of Employment:** Permanent Full-Time (40 hours/week)

**Wage/Salary:** Starting at $18.00/hour (depending on experience)

**Application Deadline:** Please ensure your application is submitted no later than March 30, 2024

**Apply with Resume to:**

Liz Ward, Human Resources Manager
Email: jobs@freshmarketfoods.ca

Fresh Market Foods is an equal opportunity employer. We encourage all interested applicants to apply. Reasonable accommodation will be provided during the hiring process.