



JOB TITLE: Marketing Coordinator

LOCATION: Kelowna Support Office

SALARY RANGE: \$ 57,000 - \$ 64,500

APPLICATION SUBMISSION DEADLINE: July 12, 20224

Are you ready to make a difference in the moving and storage industry? BigSteelBox, Canada's most diversified moving and storage company, is seeking a Marketing Coordinator at our central support office in Kelowna. This is a permanent, full-time position (Monday through Friday, 8:30 a.m. to 5:00 p.m.) starting as early as July 29th. Salary is dependent on experience, and benefits will be provided after three months.

Why Work for BigSteelBox?

By joining our marketing team, you can help us shake up the traditional moving and storage industry. The marketing department is growing to support the company's expansion, which means you'll have the opportunity to learn new things, drive business forward, and be part of a dynamic team.

- **Core Values:** At BigSteelBox, our core values guide everything we do. "We are passionately driven to be better" is essential for our marketers. We measure, optimize, and always look for what's next.
- **Supportive Environment:** "We love our family" means you'll be supported every step of the way. We treat our employees with the same respect we expect them to show our customers.
- **Energetic Workplace:** "We have fun" while taking our responsibilities seriously. Our recent employee engagement survey shows that 90% of employees would recommend working here to a friend. We are proud to be certified as a Great Place to Work® based on direct feedback from employees.
- **Positive Culture:** Expect camaraderie with your co-workers and lots of laughs. At the end of the day, you'll come home with a smile on your face!

Qualifications and Experience:

- 1 to 2 years of business or marketing-related experience.
- Bachelor's degree or equivalent.
- Online marketing courses are an asset.
- Strong written and oral communication skills.
- Ability to manage and organize fast-paced projects.
- Exceptional computer skills and ability to learn quickly.
- Understanding of Google Analytics, Google Tag Manager, Facebook Business Manager, and Adobe Creative Suite (Photoshop, Illustrator & InDesign) and Salesforce are assets.

Role and Responsibilities:

- Work under the supervision of the Marketing Director and collaborate with the marketing team and other departments.
- Create and update departmental reports (Analytics reports, ROAS, lead reports, etc.).
- Manage projects for sponsorships, promotions, tradeshow, and events.
- Oversee local store marketing activities.
- Liaise with suppliers to develop and produce collateral materials, signage, and advertising.
- Maintain and update price lists.



- Manage photography and video production.
- Support digital advertising programs.
- Manage marketing budgets and track project costs.
- Manage uniform and branded apparel program

Core Competencies:

- **Accountability:** Personal ownership and responsibility for work quality and timeliness.
- **Adaptability:** Responds well to changing conditions and priorities.
- **Analytical Thinking:** Applies systematic, logical reasoning to problems.
- **Communication:** Consistent and clear information transmission.
- **Decision Making:** Concrete and well-informed decisions.
- **Networking and Relationship Building:** Builds friendly, professional relationships.
- **Planning and Organizing:** Accurate estimation of task and project duration and difficulty.
- **Problem Solving:** Logical and analytical problem resolution.
- **Results Orientation:** Focus on desired outcomes.
- **Service Orientation:** Superior service to internal and external customers.
- **Teamwork:** Cooperative and effective collaboration.
- **Generative:** Confidence to be positive, curious, and selfless.

Join BigSteelBox for a challenging and rewarding career with opportunities for growth, a positive work environment, and the chance to be part of a team that impacts businesses and communities. Apply today and be part of something big!

No phone calls, please. For more information, visit www.bigsteelbox.com/careers. We thank all applicants in advance, but we will contact only those selected for an interview.