

Coordinator, E-commerce Marketing and Social Media Five International Gallery Toronto, Canada

Job code: CA1611

Job Description:

We are a growing company in Toronto. We create and distribute unique artworks through a network across Americas and Europe. Our brand celebrates hand-crafted design, with original products and customer focus to be fast, flexible, and exceed expectations.

Join Our Team!

To improve company marketability by researching, identifying, and capitalizing on market opportunities.

- ❖ Accomplish marketing and sales objectives by planning, developing, implementing, and evaluating advertising and trade promotion programs. To coordinate and prioritize concurrent projects, to prepare and complete marketing & social media calendars.
- ❖ Organize & manage marketing events and post-event reporting. Update internal databases and maintaining spreadsheets & reports.
- ❖ Liaise with production team to ensure all is on track, communicate any issues with customers.

Qualifications:

Education:

- ❖ Education with focus in marketing/social media.
- ❖ Post-secondary college diploma or degree in related field: arts and fashion business management, fashion marketing, marketing with a digital/e-commerce focus, fashion design with a business or marketing focus.
- ❖ E-commerce and digital marketing education, hands-on experience an asset.

Required Experience:

- ❖ Ideally 1-2 years e-commerce, digital marketing and social media work experience in a wholesale, retail, or e-commerce environment (experience serving customers in person, via email and phone). Experience related to sales / marketing / PR / Customer Relations.

Skills:

- ❖ Experience with social/digital marketing tools such as WeChat, Mail Chimp, Facebook, Twitter, Instagram Blogs, Tumblr is an asset.
- ❖ Strong written and verbal communication skills, proficient in Spanish or Chinese and perfect in English.
- ❖ MS Office with intermediate Excel skills (basic formulas, filtering) is required. Experience with Adobe Photoshop an asset. Basic photo composition, cropping, sizing and editing for different uses, creation of marketing assets an asset.
- ❖ Analysis- ability to interpret data such as web analytics into actionable results.
- ❖ Strong communicator- able to both receive and convey the message via any medium, quickly identifying potential communication gaps and pro-actively closing them.
- ❖ Organized, able to self-manage time and work independently to meet deadlines. Focused and results-oriented.

- ❖ A quick-study, able to learn, apply, and retain many small details. Very high attention to detail.
- ❖ Team player, flexible to adapt as where needed.
- ❖ Great style, a good sense of trend and ability to identify what's important to our target market(s).

Local candidates only:
Toronto, ON

Salary:
Begin with 100% commission based salary, also free training on technical and soft skills, and employment reference letter will be provided.

Job Type:
Part-time/Full-time, flexible schedule

Application Instructions:

We encourage all qualified applicants to provide a resume and cover letter in a single Word or PDF document no later than June 30, 2016 to:

Human Resources, Five International

E-mail: info@i5i.ca

Subject: Coordinator, E-commerce Marketing and Social Media

Please call us at 416-565-5122, should you have questions.

No agencies please.

The employer is an equal opportunity employer and welcomes applications from all interested parties. We thank you for your interest, however, only those candidates selected for an interview will be contacted.