

Marketing Administration Specialist

Quadro Communications Co-operative Inc. is a local solution-oriented Telecommunications company providing mobility, telephone, television, internet, business services, and computer repair and I.T solutions. As a Co-operative, Quadro Communications is committed to enriching our customers' experience with personal service and innovative products, while fulfilling the evolving needs of our customers.

Being a Quadro team member comes with some great perks and benefits including:

- Full benefit plan including health and dental benefits at no cost to employees.
- An RRSP program where Quadro will match up to 3% towards your RRSP.
- Generous employee discounts on qualified services.
- A generous learning and development program that pays team members to learn and develop.
- Q'DOS program that recognizes when our team members go above and beyond, provides an exceptional customer experience and is a team player.

Are you an organized and detail-oriented professional with a passion for supporting marketing operations and driving team efficiency? The **Marketing Administration Specialist** plays a key role in coordinating marketing activities, managing administrative processes, and ensuring smooth execution of campaigns. You will be the central point of support for the marketing team; responsible for handling day-to-day operations, maintaining accurate records, and ensuring all marketing initiatives are delivered on time and within budget.

What You'll Do

- **Event Management:** Coordinate and execute community events and company-sponsored activities.
- **Media Relations:** Communicate with media and press, handling inquiries, and fostering positive relationships within the communities we serve. You are responsible for how quadro is presented to the public and as such should maintain positive relationships with all outside vendors we work with.
- **Promotions:** You will be responsible for the handling and communication of all promotions and promotional material. This includes providing the relevant people the T&C's, distributing marketing graphics created by the team & updating all social platforms.
- **Marketing Communication:** Keep the company and community informed on marketing activities. This includes but is not limited to the communities we serve, the employees at Quadro, the Board of Directors, various news outlets & any new marketing channels we explore in future.

- **Social Media Support:** Distribute social media content and campaigns, ensuring alignment with community engagement efforts. Monitor social media pages of our competition to keep the team up to date with market trends.
- **Reporting:** Track and report on community engagement metrics and outcomes. Keep track of all marketing related expenses and work with marketing manager to ensure the team is abiding by budgetary goals.
- Other duties as assigned by supervisor.

What We're Looking For

- Minimum 2 years experience in a marketing, community engagement, or public relations role.
- Post-secondary training in Marketing, Communications, or a related field, or equivalent experience.
- Excellent verbal and written communication.
- Excellent organizational skills and time management abilities with a keen attention to detail.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Products and experience with social media platforms. Experience with iVue and CRM tools is an asset.

Quadro Communications is committed to creating an accessible environment and will accommodate disabilities during the selection process. Please let your recruiter know during the selection process of any accommodation needs. We thank all those that apply but only successful applicants will be contacted for an interview.

