

# Marketing Coordinator

**Posted By:** Solaris Management Consultants Inc.

**Location:** Surrey

**Salary:** \$\$36.61 To 38.66 (To Be Negotiated) / 37.5 Hours Per Week Per Hour

**JOB ID :** RJ6923797

**Posting Date :** 13-Jan-2026

**Expiry date :** 12-Jul-2026

**Education :** Bachelor's Degree in Marketing or relevant field

**Language :** English

**Vacancies :** 1

**Years of Experience :** 2 years

**Job Type :** Full Time

## Job Description

We are looking for a Marketing Coordinator for our company located at 5588 Panorama Drive Surrey, BC V3S 1B7. This is a full time permanent position.

The work must be completed at the physical location

### Position Type: Full-Time Permanent

Duties:

- Develop all kinds of events for publicity, fundraising and information purposes
- Develop communication strategies
- Evaluate communication strategies and programs
- Implement communication strategies and programs
- Oversee the preparation of public written material
- Prepare written material such as reports, briefs, website content
- Train staff

Perform administrative tasks  
Plan development projects  
Conduct comparative research on marketing strategies for industrial and commercial products  
Answer written and oral inquiries  
Assist in the preparation of brochures, reports, newsletters and other material  
Co-ordinate special publicity events and promotions

Gather, research and prepare communications material  
Initiate and maintain contact with the media  
Prepare and/or deliver educational, publicity and information programs, materials and sessions  
Conduct analytical marketing studies  
Develop portfolio of marketing materials  
Develop feasibility studies  
Conduct online marketing, E-commerce and Website promotions  
Develop marketing strategies  
Deliver presentations at conferences, workshops or symposia  
Maintain and manage digital database  
Write and edit press releases, newsletter and communications materials

Analyze data  
Analyze data and prepare reports  
Job Requirements:

Language: Good knowledge of English is required  
Years of Experience Required: at least 3 years of relevant work experience  
Education Required: Bachelors Degree in Marketing or relevant field

Computer and technology knowledge  
Adobe Experience Manager (AEM)  
Excel Visual Basic for Applications (VBA)  
Internet of things (IoT)  
Microsoft Publisher  
MS Office  
MS Outlook  
MS Windows  
Adobe Illustrator  
Adobe Photoshop  
HTML editing software  
MS Excel  
MS PowerPoint  
MS Word  
Figma  
LinkedIn  
WordPress  
Social Media  
Adobe Acrobat Reader  
Adobe Suite  
Adobe Premiere Pro  
HP/UX  
Communication software  
SharePoint  
Website creation and management software  
Functional expertise  
Public relations or communications

Type of industry experience  
Energy

Area of specialization  
Communications  
Brand management  
Digital media

Additional information  
Work conditions and physical capabilities  
Fast-paced environment

## Personal suitability

Client focus  
Efficient interpersonal skills  
Excellent oral communication  
Excellent written communication  
Flexibility  
Initiative  
Organized  
Team player  
Accurate  
Dependability  
Reliability  
Integrity  
Quick learner  
Leadership

## Benefits

### Health benefits

Dental plan  
Disability benefits  
Health care plan  
Paramedical services coverage  
Vision care benefits

### Financial benefits

Registered Retirement Savings Plan (RRSP)

### Other benefits

Wellness program

What you must include in your application:

Job reference number 2  
Answers to the following screening questions:  
Are you authorized to work in Canada?  
Are you available to start on the date listed in the job posting?  
Do you have experience working in this field?  
Do you live near the job location?

What might be required by the employer later in the hiring process:  
Highest level of education and name of institution where it was completed  
References attesting experience

Apply by :

By email  
[careers@solaris-mci.com](mailto:careers@solaris-mci.com)

Online

<https://www.solaris-mci.com/careers/>

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [careers@solaris-mci.com](mailto:careers@solaris-mci.com)**

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