

# Sales And Marketing Coordinator

**Posted By:** Zorbas Bakery And Foods Ltd.

**Location:** Burnaby

**Salary:** \$36.60 Per Hour

**JOB ID :** RJ5033065

**Posting Date :** 14-Mar-2026

**Expiry date :** 10-Sep-2026

**Education :** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

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## JOB POSTING PENDING REVIEW

# sales and marketing coordinator Verified

Posted on January 14, 2026 by [zorbas bakery and foods \(2005\) ltd.](#)

### Job details

Burnaby, BC  
V5J 4S1

On site

36.60 hourly / 30 hours per week

Permanent employment  
Full time

Evening, Shift, Morning, Day, Overtime available

Starts as soon as possible

Benefits: [Health benefits](#)

1 vacancy

Job Bank #3484993

### Overview

#### Languages

English

#### Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

#### Experience

1 year to less than 2 years

#### On site

Work must be completed at the physical location. There is no option to work remotely.

## **Responsibilities**

### **Tasks**

- Develop communication strategies
- Prepare written material such as reports, briefs, website content
- Provide consultation on planning and starting of new businesses.
- Publicize activities, workshops, meetings and other events for fundraising or information purposes
- Supervise staff
- Administer programs to promote industrial and commercial business investment in rural and urban areas
- Perform administrative tasks
- Plan development projects
- Recruit and hire staff
- Develop social and economic profiles of an area to encourage industrial and commercial investment
- Prepare reports, research papers, educational texts or articles
- Advise clients on advertising or sales promotion strategies
- Conduct analytical marketing studies
- Review and evaluate commercial or industrial development proposals
- Design market research questionnaires
- Develop portfolio of marketing materials
- Evaluate customer service and store environments
- Conduct online marketing, E-commerce and Website promotions
- Develop marketing strategies
- Ensure appropriate business/commercial licenses are in place
- Develop and implement business plans
- Supervise office and volunteer staff

### **Supervision**

1 to 2 people

## **Additional information**

### **Personal suitability**

- Client focus
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized

Reliability

Integrity

## Benefits

### Health benefits

Dental plan

Disability benefits

Health care plan

## Who can apply for this job?

### You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

**Do not apply if you are not authorized to work in Canada .** The employer will not respond to y

## How to apply

### Direct Apply

By Direct Apply

- [Additional ways to apply](#)

### By email

[foodszorbas@gmail.com](mailto:foodszorbas@gmail.com)

### What you must include in your application:

- Answers to the following screening questions:
  - Are you authorized to work in Canada?
  - Are you willing to relocate for this position?
  - Do you have experience working in this field?

## **Advertised until**

2026-03-28

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: [foodszorbas@gmail.com](mailto:foodszorbas@gmail.com)

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**Posted on [refugeejobportal.com](https://refugeejobportal.com)**