marketing coordinator

Posted by: Solaris Management Consultants Inc.

Posting date:13-Jan-2026   **Closing date**: 12-Jul-2026

Education: Bachelor's Degree in Marketing or relevant field

Language: English

Job location: Surrey

Salary: $$36.61 to 38.66 (To be negotiated) / 37.5 hours per week Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time   **Job id**: CAJ7330541

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

Online
https://www.solaris-mci.com/careers/

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

Posted on canadianjobportal.com