



## Job Description

### Marketing Associate (coop student- 2019 winter term)

#### Responsibilities:

- Assist in the creation of brochures, mock ups, e-mail campaigns, on-line promotion, etc. for tradeshow and ongoing marketing activities
- Perform analysis of marketing and sales data for reporting and tracking purposes
- Seek and analyze competitor marketing and sales materials both on and offline
- Gain knowledge of D&V equipment and sales process through direct interaction with the Sales & Marketing team
- Work with the Sales & Marketing team to learn the specifications/proposal process
- Enter contact information into CRM database and provide support to ongoing projects as delegated

#### Education and Experience:

- 3<sup>rd</sup> or 4<sup>th</sup> year Business management or Business/Engineering
- Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Must have excellent interpersonal skills and follow- up skills
- Proficiency in Microsoft Word, Excel, Internet, and Outlook required
- Ability to learn other software programs such as Adobe Photoshop
- Strong verbal and written communication skills required; second language is an asset
- Ability to work independently and as part of the Sales & Marketing team
- General visual and photography skills

D & V Electronics Ltd. values their employees. We encourage life-long learning and foster employee personal growth. If you're someone who enjoys working in a creative and innovative work environment, and would like to join our team, please submit your resume and covering letter to: [careers@dvelectronics.com](mailto:careers@dvelectronics.com) or fax us at (905) 264 0502.

We thank all applicants for their interest in our organization, however; only those selected for an interview will be contacted.