

Advertising Coordinator Mega Group Inc. – Boucherville office

Mega Group Inc. is Canada's largest retail buying and support group of independent furniture, appliance and consumer electronics retailers. We are dedicated to providing programs that stimulate growth and promote success. Our vision is to be the essential supplier of retail services ensuring the continued success of the Independent Home Goods retail channel in Canada. As a Platinum Member of Canada's Best Managed Companies, we serve over 600 retail members across the country with offices located in Saskatoon, Toronto and Boucherville.

We are proud to provide an employee-friendly work environment, where work-life balance is a priority. We value the talents and abilities of our employees and strive for an open, flexible, cooperative, and dynamic work environment.

We are seeking an Advertising Coordinator in our Boucherville office. Reporting to the Marketing Planning & Advertising Manager; the incumbent's primary responsibilities will be:

- Coordinate the production of all print media, including flyers and point-of-purchase material
- Assist in the production and management of our online order form, preparation of distribution lists, general information & data gathering, communications to retailers about our advertising campaigns, collaborating with the advertising agency of record, proof reading and approvals
- When required, request quotes from suppliers
- Deliver campaigns within budget and projected timelines
- Input all journal entries with Accounting and assist in reconciling monthly statements
- Assist in preparing all program communication and ensure proper distribution to external customers
- Administer coop claims from retailers for traditional and digital media
- Provide required campaign support to Digital Services, Marketing and Store Design for our various in-store and web site initiatives (imagery, copywriting, production)
- Responsible for the financial interests of the company by planning ahead and seeking cost-saving opportunities
- Ensure that promotional materials are delivered on time and on budget
- Contribute to a seamless and well-integrated working process
- Maintain timely and accurate reporting
- Perform other duties as required

Qualifications

- Bilingualism (English/French) is required
- Minimum 1 - 2 years' experience in marketing, preferably in the retail sector
- Experience and in-depth knowledge of print production, both in web offset and digital print, are important assets
- Strong proficiency in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint)
- Excellent listening and communication skills, both verbal and written
- Exceedingly well organized, flexible, and proactive
- Able to manage multiple tasks with varying levels of priority
- Able to maintain a high level of professionalism and customer service
- Able to collaborate with internal and external key personnel
- Proactively inquire about opportunities to improve / support the Marketing team

Please apply in confidence no later than July 15, 2020 to hr@megagroup.ca

Please note that only those candidates selected for an interview will be contacted.