



JOB DESCRIPTION

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JOB TITLE: Marketing Coordinator/Assistant to the President **DEPARTMENT:** Marketing

POSTING DATE: September 7, 2011

LOCATION: Toronto GTA - Richmond Hill

STATUS: Full Time

WireE is a leader in Next Generation Communication Solutions. Our business is to transform telecommunications infrastructure to enable our clients to deliver a limitless network experience. If you are interested in being a part of an fast-growing company with an exciting future, this is the company for you.

We believe in Corporate Social Responsibility and give back to the communities we work in, helping to bridge the digital divide. Our “just get it done” attitude keeps everyone motivated and makes for a truly dynamic and fun working atmosphere. Come be a part of something exciting – join the WireE team!

POSITION DESCRIPTION

WireE is seeking a Marketing Coordinator/Assistant to the President who reports into the VP of Marketing. We are looking for someone who is outgoing, a great communicator and organized.

This is a career building opportunity to enhance your skills and develop professionally within the wireless telecommunications environment.

KEY RESPONSIBILITIES

Marketing Coordinator

- Travel 4-5 times a year to tradeshow
- Represent the company at trade shows internationally
- Project manage web site changes
- Be part of our corporate social media campaign
- Assist in quarterly budget monitoring
- Assist VP of Marketing with planning and execution of PR, ad and collateral material, tradeshow and events, and partner co-branding

Assistant to the President

- Organize President’s calendar, book travel, organize meetings, and handle all expenses.
- Write crisp and professional emails to potential and current clients
- Create PowerPoint for presentations
- Take accurate Board of Director/Executive minutes

KEY SKILL REQUIREMENTS

- Able to interact with big personalities and executives in an assertive way
- Ability to manage own workload and set priorities with little supervision.
- Asks probing questions and is not afraid to push for results
- Ability to prioritize between multiple tasks and meet tight deadlines
- Excellent oral and written communications skills with the ability to communicate in a straight forward manner.
- Excellent PC skills, including Microsoft Office Suite (Word, PowerPoint, Excel)
- Spanish is a strong asset