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<b>Position</b>	<b>Product Marketing Coordinator</b>
Location	Mississauga, ON / Port Coquitlam, BC

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National Energy Equipment, Inc. is the largest distributor of energy related equipment in Canada, providing service from coast to coast. Our greatest strength are our employees and our objective is to provide the best sales and service support in our industries, while synergizing product offerings for optimum benefit to our customers.

We have an opening for a **Product Marketing Coordinator**. This is a great opportunity for a bright, technically astute, and driven individual to play a key role in a dynamic organization. We are looking for someone who has a shrewdness for accuracy and analytics and who will be an ambitious and dedicated contributor to our team on a national level.

This position can be for either our Mississauga, ON or Port Coquitlam, BC office.

#### **Responsibilities & Accountabilities:**

- Maintain complex pricing records across diverse commercial terms with vendors and customers
- Preparation of management accounting reports for reconciliation of marketing programs and transactions
- Upkeep of product information management system including technical attributes and commercial data for digital marketing and procurement platforms
- Support company and product line branding and marketing
- Coordinate events and promotions
- Other accounting and marketing administrative duties as assigned

#### **Qualifications:**

- Post-secondary education, preferably in Business or Finance, or equivalent work experience
- Highly proficient in Excel, Graphic Design: HTML fundamentals
- B2B accounting experience: professional attitude with business clients and budget responsibility
- Strong written and verbal communication: ability to write propelling messaging
- Strategic and analytical thinker: aptitude for working in technical industry
- Proven time management and organizational skills; quick response and accountable with no margin for error
- Ability to work with a high level of detail with speed and accuracy
- Ability to deliver and respect deadlines
- Ability to handle a variety of tasks, manage changes with a shifting workload

Please forward resume to [amoak@nee.ca](mailto:amoak@nee.ca)