



Position **Sales & Marketing Assistant**

Location Mississauga, ON

National Energy Equipment, Inc. is the largest distributor of energy related equipment in Canada, providing service from coast to coast. Our greatest strength is 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. Our Corporate office, located in Mississauga ON, is adding a **Sales & Marketing Assistant** to help in managing a wide range of dealer programs and drive sales in numerous product markets, for example: HVAC. This is a great opportunity for a bright and driven individual to play a key role in a dynamic organization.

What your day will be filled with:

- Rewards Program - manage the existing marketing programs, including approving and issuing co-op credits, creating and maintaining a relevant merchandise catalogue, working with Sales Leads to drive communications to the dealers through the platform, training and maintenance
- Manufacturer Loyalty Programs – working with the Sales Leads to grow elite dealer programs (e.g, TCS) throughout Canada by managing the enrollment process, dealer communication, understanding growth benefits and connecting with preferred vendors
- Developing and assisting with marketing campaigns and promotions, both dealer and consumer facing
- Assist with enrichment of product technical and marketing data and gathering relevant assets from vendors
- Responsible for dealer facing communications, monthly updates and teaser emails
- Maintaining customer databases & CRM (i.e: QuickBase)
- Ordering vendor literature, arranging shipment to branches or dealers

What we're looking for:

- Post-secondary education, preferably in Graphic Design, Marketing or Communications
- 3-5 years' experience in one or more of the following:
- creative design (visual and
- Marketing programs
- A great portfolio of creative designs from print to web (we're not sticklers on industry experience – if you're talented, let's chat)
- Database management
- Moderate excel experience highly desirable.
- Exposure to the business-to-business (B2B) type of customers and/or appreciation of how they differ to the business-to-consumer (B2C) profile of customers
- Knowledge of online content management systems (Joomla, Wordpress) and/or coding (HTML, CSS, JavaScript) is desirable
- Proficiency with current Adobe Creative Suite tools, specifically InDesign and Photoshop
- Strong written and verbal communication skills
- Fluent in French is extremely desirable, but not essential
- Experience with social media content creation is desirable but not essential
- 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 and manage change with a shifting workload

Please forward resume to amoak@nee.ca