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## Marketing Coordinator

3vis is Canada's leading reseller of Digital Entertainment Creation (DEC) software in the fast growing Media and Entertainment (M&E) industry. With a sharp focus on film, games, animation, television and architecture/design visualization clients, 3vis is unique in that it serves the entire Canadian market with a full range of software applications, consulting expertise and client support services. Led by the founding entrepreneurs, a small team of experts delivers outstanding support services across Canada, through their branches in Montreal, Toronto and Vancouver.

We are pleased to announce the following opportunity in our Montreal office. By joining our team, you will benefit from the rich entrepreneurial vision of the company, which emphasizes and rewards passion and initiative.

### Job Summary:

Reporting to the VP Marketing, the Marketing Coordinator will be responsible for planning and executing all marketing initiatives for Canada and assist with the development and execution of brand marketing efforts as they relate to sales. The ideal candidate will provide administrative, creative and campaign support to the Sales department. Responsibilities will include event planning, coordinating of sales promotions and campaigns, social marketing tactics, content management for Website, and some public relation projects.

### Essential Duties and Responsibilities:

- Work with the VP Marketing to provide support/input/maintenance of the marketing budgets on an ongoing basis.
- Coordinate advertising and promotion initiatives with our software vendors.
- Maintain the company's website to ensure images, promotions and vendor information is accurate and up to date.
- Maintain and manage web 2.0: 3vis' social web.
- Responsible for event organization.
- Assist in the negotiation of marketing funds and sponsorships from our software vendors.
- Assist in the development of marketing materials to ensure effective communication of brand strategies.
- Develop and maintain relation with Canadian publications (print and web).
- Some travelling may be required.
- Perform other duties when assigned.

## Requirements:

### **Education and Experience:**

- Degree in marketing or related field.
- Minimum of 2 years experience in a marketing role.
- Bilingual: English and French

### **Essential Skills:**

- Strong communication skills in English & French (written and verbal).
- Excellent knowledge of all MS Office applications (Excel, Word and PowerPoint).
- Results-driven and deadline oriented with the ability to follow through on timelines.
- Strong organizational skills, with superior attention to detail.
- Original and creative problem solving.
- Ability to effectively work independently as well as within in a team.
- Innovative and proactive in maintaining and improving quality of work.
- Well versed in social media tools and techniques / Active member in several online communities/networks.
- Basic understanding of SEO best practices.
- Basic understanding of Google Analytics.

### **Valued but not required skills:**

- Basic HTML coding skills.
- Basic knowledge of Adobe CS3 or higher software applications.
- Interest in high technology and video games.

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***If this exciting career opportunity sounds like the perfect fit for you, please apply today by forwarding your resume and cover letter, along with your salary expectations, to: [emploi@3vis.com](mailto:emploi@3vis.com).***

We thank all applicants for their interest. However, only those selected for an interview will be contacted.