



Marketing Project Coordinator Job Description

Masdel Inc., the maker of the Original Magic Bag®, has a growing and passionate team fueling new product designs and innovations in the health, beauty and travel accessory consumer goods market. Masdel Inc. is seeking a Marketing Project Coordinator to work with the Product Development & Marketing Director to accomplish annual project goals and objectives pertaining to bringing new products and campaigns to life.

Role and responsibilities:

Revolve around participating in and supporting the PD&M Director in all projects and related tasks, including:

- Maintaining project tracking files.
- Ensuring ERP database has accurate item specifications.
- Project follow-ups with suppliers.
- Developing marketing copy for packaging and web.
- Packaging coordination with internal and external graphic artists: Ensuring all packaging components are accounted for and proof-read by necessary parties.
- Sample coordination and follow-ups with internal and external collaborators:
 - Translation
 - Photography
 - Agency requests
- Administering multiple social media pages (English / French)
- Administering website (English / French)

Qualifications:

- College diploma, university diploma an asset
- Minimum of 2 years of experience in a similar support role
- Excellent verbal and written communication in English
- Good French communication and written skills
- Very strong computer skills in MS Office suite, ERP system experience an asset

Skills:

- Excellent organization skills with keen attention-to-detail
- Ability to multi-task and manage deadlines and priorities
- Quick-learner
- Ability to work independently with some supervision
- Ability to work under pressure
- Comfortable working with cross-functional teams (interacting with other departments)

Why Masdel?

We offer a work environment that values customer satisfaction, open communication, teamwork, tangible results and efficiency.

Other details:

Permanent and full-time (40 hours per week)

Benefit plan: medical & dental, insurance

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