

CARO Analytical Services is a British Columbia based environmental and food laboratory that provides professional analytical testing services to public and private clients throughout Western Canada. With operations in Richmond, Kelowna, Edmonton, Calgary and Whitehorse, CARO strives to achieve its mission of providing clients with complete peace of mind through the highest level of service, technical excellence and quality control.

DESCRIPTION: JUNIOR SALES AND MARKETING COORDINATOR – Richmond, BC

As a Junior Sales and Marketing Coordinator for CARO Analytical Services' growing environmental and food testing divisions, your main responsibilities will include:

- Sourcing new sales opportunities through inbound lead follow-up
- Quote preparation
- Collecting, analyzing, and summarizing sales data for use in marketing reports
- Supporting the outside sales team by providing market trends, account reports and distribution of new product information
- Updating CRM with customer intelligence
- Contact list management for email marketing campaigns
- Social media, newsletter and online content creation
- Event planning and execution support

QUALIFICATIONS:

- Degree or Diploma in sciences, business, marketing or related
- Minimum 2 years' experience in a marketing, sales or administration role
- Past experience working in a science and technology based company an asset
- Exceptional oral and written communication skills
- Computer and digital marketing literate (MS Office, social media platforms)
- Ability to work in a high-energy environment and handle multiple deadlines
- Experience in graphic design and digital marketing an asset
- Professional, creative and fun!

CARO Analytical Services offers attractive potential for career advancement, with competitive remuneration and benefits. If you aspire to a career with a thriving, fast-paced and growing company with top quality people, consider CARO.

No telephone inquiries please. Provide cover letter and resume by email to:

Email: hr@caro.ca

Attention: CARO Human Resources - JUNIOR SALES AND MARKETING COORDINATOR