

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. CARO also happens to have a pretty awesome corporate culture thanks to a great team of employees who take their jobs seriously but not themselves!



DESCRIPTION: JUNIOR SALES AND MARKETING COORDINATOR – Edmonton, AB

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

- Sourcing new sales opportunities through inbound lead follow-up
- Supporting the outside sales team by providing quotes, account reports and distribution of new product information
- Collaboration with other departments at CARO, including sales and operations, ensuring client satisfaction always
- Updating CRM and email marketing contact lists with customer intelligence
- 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
- 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
- Professional, motivated, 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. *Please provide cover letter and resume by email to:*

Email: hr@caro.ca

Attention: CARO HR: Junior Sales and Marketing Coordinator – Edmonton (P101017SMC)