



Dovre Specialty Foods is an importer and distributor of award-winning specialty food brands from across Canada and around the world. We're committed to providing our customers with on-trend, premium quality products and top-notch customer service. Our culture is one that operates in a family-like atmosphere employing the principle where people come first – from employees to suppliers and customers. We value teamwork, accountability, professionalism & fun! We also believe in a healthy work-life balance, providing opportunity for personal growth and the ability to own your work.

We're on the hunt for a talented, experienced Marketing Administrator who is driven, highly organized, and passionate about food. While we work hard, we also acknowledge the need for work-life balance by providing a flexible and social environment. Our employees enjoy:

- Comprehensive Medical and Dental Benefits
- Food allowance
- On and off-site social events (when safe to do so!)
- Hybrid working options
- Awesome company culture

POSITION: Marketing Administrator

SCHEDULE: Monday – Friday

HOURS: 8AM – 4PM

START DATE: Immediately

ACCOUNTABILITIES:

- Debit processing
- Programing promo campaigns
- Assist in maintaining marketing materials (including, but not limited to sell sheets, order guides, deal sheets, pre-book forms, catalogues, flyers, etc.)
- Dovre website updates (maintain brand portfolio and blog posts)
- Assist in updating Dovre's social media channels (Facebook & LinkedIn)
- Demo coordination (work with sales team members and a third-party demo company)
- Work closely with marketing manager and sales team members providing support as needed
- Assist in event execution (trade shows, retailer events and company events)

QUALIFICATIONS:

- CPG debiting experience
- 1-2 years of experience in a marketing role considered an asset.
- Ability to multi-task and adjust workload to meet changing priorities and overlapping deadlines.
- Must be highly organized, creative, and able to excel in a dynamic environment.
- Ability to work as a strong team contributor
- Working knowledge of Adobe Creative Suite and Microsoft Office Applications considered an asset.
- Strong attention to detail and accuracy in work
- Outstanding verbal and written communication skills
- Self-motivated and results driven
- Positive attitude & eagerness to learn

Please apply by sending a resume and cover letter to brittany.brown@dovre.ca. Only candidates selected for interviews will be contacted.