

JOB POSTING DETAILS

Employer	S. & T. Group	Job Type	RI
Job Title	Communications & Administrative Coordinator	Duration	Full Time
Job ID	11449	Location	Sault Ste. Marie
Date Posted	September 16, 2021	Closing Date	September 26, 2021

Job Overview - Description & Duties

S. & T. Group is looking to hire an enthusiastic Communications & Administrative Coordinator to join our team. This individual will work within the Operations Department to develop and implement the company's marketing strategies and corporate brand image. This position works closely with all levels of management, supervisors, and employees to ensure consistent and strategic promotion of S&T Group and its services.

In addition to coordinating S&T's marketing/communications programs, the candidate will also be responsible for a variety of operational duties, including providing support to the Executive and Management team.

Primary Functions:

A. Marketing/Communications - 60%

- a. Develop, implement, and monitor all corporate marketing and communication strategies and efforts in accordance with annual budget and sales targets.
- b. Draft and update content for use on the company's website, social media accounts (Facebook, Instagram & LinkedIn), and other external advertising campaigns.
- c. Design marketing assets in accordance with S&T and dealer brand standards (i.e.: Trane, Lennox, Superior Propane, etc.).
- d. Manage company's CRM system and email marketing campaigns.
- e. Assist sales with lead assignment and follow up.
- f. Coordinate with vendors/agencies to plan annual/seasonal marketing campaigns across traditional and digital platforms.

B. Executive Support & Misc. Administration - 40%

- a. Manage Corporate Mobile Phone & Internet Accounts, including support and assignment.
- b. Administer S&T's Fleet fuel card program and reconcile monthly usage costs.
- c. Order and organize S&T SWAG and apparel.
- d. Other duties as assigned.

We Offer

- Competitive salary based on experience and qualifications.
- Employer Paid Health Benefits and EAP available.
- Corporate Sponsored Pension Plan.
- 2 Weeks Paid Vacation after 1 year of employment.

Required Skills

Qualifications:

- College Diploma or University Degree in Business Administration, Marketing, or Communications (other areas of study may be considered).
- Minimum 2-5 years' experience working in a fast-paced office environment.
- Fluent using social media platforms, analytics tools, CRM software, and graphic design programs.
- Proficient with Microsoft Office/M365 products and other software programs.

Other Requirements

NA

How to Apply

Please submit a resume and cover letter to jobs@stgroup.ca or drop off at our office 158 Sackville Road. Only those selected for an interview will be contacted.

S. & T. Group is an equal opportunity employer. We are committed to providing employment accommodation in accordance with the AODA and Human Rights Code. If you require accommodation to apply or, if selected, for an interview, please advise Human Resources.