

Marketing Project Agent:

The Marketing Project Agent will support our Marketing Projects team. This role will involve a variety of tasks including assisting in various marketing, and operational projects within Tootsi Impex Inc. This role requires excellent organizational skills, attention to detail, and the ability to work collaboratively across multiple teams to ensure project milestones are met effectively.

Please visit our three websites to learn more about our company and products: Tootsi.com, Yupik.com, Elanbio.com.

Duties and responsibilities:

- Project Coordination: Assist in managing project timelines, ensuring all deliverables are met according to schedule.
- Documentation: Maintain and update project files, including Asana tasks, meeting minutes, progress reports, and projects spreadsheets.
- Data Management: Update and maintain internal databases related to project details, sales and marketing materials.
- Communication: Act as a liaison between departments such as marketing, quality assurance, and operations to ensure smooth project execution.
- Packaging Updates: Support the review, proofing, and revision of packaging designs, including compliance with regulatory and branding guidelines.
- Vendor Management: Coordinate with external suppliers and service providers to secure resources, including artwork, materials, and approvals.
- Problem Solving: Identify and address potential challenges.
- Administrative Support: Provide general support to the Project Specialist, including scheduling meetings, preparing price/expenses reports, managing catalog inventory, keeping packaging files updated, and assisting with sales team requests.

Ideal profile:

- Diploma in Business Administration, Project Management, marketing or a related field.
- 1-2 years of experience in a project coordination or administrative role.
- knowledge of Microsoft Office Suite (Excel, Word, PowerPoint).
- Excellent communication and interpersonal skills.
- Strong organizational skills with keen attention to detail.
- Ability to multitask, work independently and collaboratively in fast – paced environments.

- Bilingual: English and French.
- Having a car is preferable.

Job Types: Permanent, Full-time, Monday to Friday in the office.