

JOB POSTING: **ADMINISTRATION AND MARKETING ASSISTANT**

JOB DESCRIPTION AND RESPONSIBILITIES

The Administration and Marketing Assistant will be responsible for developing and managing the marketing and sales strategy for PVAWP. This will include market research, direct out search to potential customers using a Customer Relationship Management (CRM) software, and close coordination with sawmill production manager in order to ensure that sales and sawmill production are appropriately matched. This role will require the candidate to:

- Collaborate with senior sales staff to create and maintain sales reports and collaborate on leads
- Contribute to overall customer satisfaction by promptly responding to communications
- Monitor and track inventory while effectively marketing new products
- Support senior management by informing customers about delivery dates and possible delays
- Arrange for creation and distribution of supporting documents and presentations to help the sales team in generating business leads
- Maintain organized sales records and report month-end goal setting to the senior management team
 - Ensure that bills have been paid and orders are being processed
 - Provide end-to-end customer fulfillment, ensuring no sales get 'lost in the cracks'
- Train on, and implement, sales platforms and technologies and CRM software (ie. Insightly)

QUALIFICATIONS

The applicant must have completed a university degree program and must demonstrate excellent communication skills- both written and verbal. The applicant must be able to demonstrate experience with a variety of computer software, especially the Microsoft Office suite. They will also demonstrate the flexibility to adapt to specialty marketing software's.

HOURS AND COMPENSATION

Part-time position to start. Salary commensurate with experience.

LOCATION

While much of the market outreach may be done remotely, sawmill administration and coordination with the production team would be most appropriately undertaken at the sawmill site. As such, we request applicants who live in the Nipigon-to-Geraldton area, or who have a good deal of flexibility in their ability to come to the sawmill site.

Cover letters and resumes can be sent to the PVAWP Sawmill manager Art Gladu: artgladu@bnafn.ca.

Only those applicants selected for an interview will be contacted.

BNA will be looking to its membership first to fill this position, and will then look to its neighbouring First Nation Communities, and then to the non-Indigenous community.