



Entry Level Marketing and Sales Coordinator

Grassroots News
Winnipeg MB

Job Summary

Grassroots News is looking for an entry level marketing and sales representative to help expand our growing business. This is an exciting opportunity for the successful candidate to develop their skills and experience in the media industry.

Responsibilities and Duties

Key responsibilities include:

- Develop new and existing client and social media contacts to help generate leads for increase sales revenues
- Handle incoming and outgoing calls regarding ad sales
- Maintain database of client and prospect lists.
- Develop graphic skills and become familiar with ad sizing and placement options.
- Update social media channels and the corporate website with promotional content.
- Help develop a sales and marketing strategy with the assistance and guidance of management.

Qualifications and Skills

Qualifications:

- An excellent relationship builder and communicator.
- Good working knowledge and is comfortable using of Facebook, LinkedIn, Twitter and other social media applications.

Requirements:

- Self-Starter
- Self-Motivated
- Some experience with selling or customer service preferred
- Proficient English language skills (written and verbal)
- Basic skills in Microsoft Office and CS4 is an asset

Required education:

- High School

Required language:

- English

Please forward covering letter and resume by Friday, December 08, 2017 to the MMF Metis Employment & Training Department, 300-150 Henry Ave., Winnipeg, Manitoba R3B 0J7, email to: andrew.boryskavich@mmf.mb.ca or fax to (204) 947-3251.