

Marketing Manager Assistant

Terms of Employment: Permanent, Full Time

Company Overview: Northernchem Inc., headquartered in Niagara Falls, Ontario, is a Canadian high-tech chemical and pharmaceutical company providing quality products and research & development. Our business includes (1) New drug R&D (2) Pharmaceutical intermediates (3) Natural & Health products (4) 3D Printing.

We are looking to build a diverse team of individuals with a background in administration, chemistry and/or pharmaceuticals.

Hours: 38.75 hours per week

Salary: Base Salary + Benefits

Location of Work: 8485 Montrose Road, Niagara Falls, ON, L2H 3L7

Essential Duties and Responsibilities:

- Plans, coordinates, and ensures the Marketing Manager's schedule is followed and respected; managing an active calendar of appointments with external appointment.
- Arranges detailed domestic and international travel plans, itineraries, and agendas
- Assists the Manager in overall company marketing development planning
- Prepares correspondence
- Prioritizes conflicting needs; handles matter proactively
- Provides daily administrative support the management activities
- Uses Word, Excel, PowerPoint to organize files and produce materials for internal and external meetings and conferences
- Review and organize previous day hand in (reports, requests and applications)
- Prioritize email and scheduling for marketing personnel's
- Developing and maintaining a filing system
- Coordinating tasks assigned by Manager to employee
- Assist in planning for future events (Conferences, employee travel and planning)
- Answer calls
- Updating templates and sops as directed by manager
- Updating departmental documents as required

Qualifications:

- A minimum Bachelor's degree with Chemistry background
- Professional external and internal communication skills
- Professional attitude and good organizational skills
- Effective conflict management

- Outgoing and friendly with a gregarious personality and a natural talent for customer service, previous experience in customer service is an asset
- Familiarity with office machines (e.g. fax, printer etc.)
- Proficiency in MS Office is compulsory, basic knowledge of Photoshop is preferred
- Administrative skills and time management skills
- Proficient in English and Mandarin (oral and written)
- Knowledgeable about the local area is preferred
- Preference for application will be given to veterans, to Canadian citizens, and to permanent resident, in that order.

Benefits:

Medical, group insurance, short/long term disability, dental care, health care, and vision care

We thank all applicants for their interest, however we will only contact those applicants that best meet our needs and qualifications.

Contact Information:

Email: hr@northerncheminc.com

Tel: 1-905-353-1500