



Grasshopper Energy: MARKETING ASSISTANT

MARKETING ASSISTANT

Location: Toronto

Classification: MKA

Hours: Full Time

Closing Date: TBD

Start Date: TBD

Term: Open

Compensation: Based on experience

Grasshopper Energy is a Canadian-owned and operated company committed to helping Canadians save green by going green -- and that starts with making smart energy choices. We pride ourselves on delivering high quality service at the most competitive rates in the field. Our team is responsible for delivering energy conservation and renewable energy production solutions to our clients for new development and retrofit applications for all sectors. For more information, please visit our website at [www\[dot\]GrasshopperEnergy\[dot\]com](http://www.GrasshopperEnergy.com).

Job Purpose:

As a Marketing Assistant, your main goal is to provide administrative marketing and sales assistance to the Grasshopper team. Duties include administering marketing and sales materials, sourcing and purchasing promotional items, and the coordination of meetings and events. You will report directly to the Marketing Manager. This position will put you in a fast-paced and rapidly growing industry and will require exceptional multitasking and negotiation skills and an ability to meet strict deadlines.

Job Responsibilities:

- Provide administrative marketing and sales support to the Grasshopper team
- Source, quote and purchase promotional materials
- Develop and maintain company brochures, flyers, business cards, and information packages
- Update the company website
- Conduct environmental scanning and creating news feeds
- Maintain advertising and promotional campaigns
- Maintain expense reports and keep track of purchases
- Sending and receiving of company mail and packages
- Coordinate corporate meetings and events
- Other administrative marketing and sales tasks as assigned

Qualifications:

- 1 or more years of experience working in a professional office environment in administration
- College Diploma or University Degree in Business – Marketing and/or Sales
- Canadian Marketing Association certification, or in progress
- Relevant experience in a closely related field

Skills Required:

- Able to work independently with minimal supervision
- Resourceful team player
- Problem-solving and analytical skills
- Strong attention to detail



- Working knowledge of Microsoft Office and Internet Firefox are an asset
- Excellent time management and organizational skills
- Ability to work in a fast-paced environment under pressure
- Exceptional multitasking skills
- Demonstrates exemplary problem-solving and negotiation skills
- Excellent oral and written communication skills

Other Requirements:

- Eligibility to work in Canada
- Hold a current bond or be eligible for a bond

Interested applicants please forward in **ONE WORD DOCUMENT** (File Name: Fname Lname):

1. Cover letter
2. Resume
3. Three (3) References

To careers[at]GrasshopperEnergy[dot]com with "Marketing Assistant" in the subject heading. Please also mention the job posting source.

Selected candidates will be contacted for a 5-10 minute telephone interview. Successful candidates will be notified for an in-person interview.

Grasshopper Energy is an equal opportunity employer. We thank you in advance for your interest. Please note that only those selected for an interview will be contacted.