**COMPANY NAME**

**(LOGO)**

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| --- | --- |
| **Job Title:** |  |
| **Position Type:** | *Immediate Full-Time, Full-Time upon graduation, Summer Internship, Contract etc.* |
| **Job Posting Date:** |  |
| **Deadline:** |  |
| **Company:** |  |
| **Division:** |  |
| **Location:** |  |
| **Required Documents:** | *i.e. Submit resume, cover letter and transcripts* |
| **Address Cover letter to:** | *Name of Contact*  *Position*  *Department*  *Full Address* |
| **HOW TO APPLY:** | *i.e. Submit application via your school’s Career Centre (and, if applicable, to company via …)* |

**Brief Description of Company/ Division:**

(*for example*)

* Our Company is one of the major financial institutions of Canada with yearly revenues in excess of $1 billion. Our marketing team is responsible for the creation of marketing strategy and annual marketing plans along with related project briefs for all Customer Lending products and services at our firm.

**Position Description:**

(*for example*)

* The Marketing Coordinator provides analytical and project marketing support to the Customer Lending Strategic Business Unit
* S/he will collect and analyze customer, competitive, industry information and trends
* S/he will be a strong communicator who is customer driven and pays attention to detail
* S/he will liaise with managers who are responsible for projects/producers, other marketing employees, outside suppliers at all levels, and branch staff to assess the effectiveness of programs

**Qualifications:**

(*for example*)

* MBA or working towards the completion of MBA
* Strong analytical, problem solving, and organizational skills
* Proficient in PC technology and related software (spreadsheets, graphics, etc)
* Effective written and verbal communication skills
* Able to communicate effectively with staff at all levels of organization
* Able to manage multiple and varied tasks
* Able to deal with peak workloads and deadlines
* Creative thinker who can translate tactics into management plans
* Self-starter who requires minimal supervision