

Company Name: WJDS-Times CPA Inc.

Name of responsible person: Rachael Liu (Administrative Assistant)

Full Address: 510-7475 Boul. Newman, Lasalle, QC H8N 1X3

Phone number: 514-225-7600 (116)

Email: Info@timesaccounting.ca

1. JOB TITLE:

Marketing Manager

0124-Advertising, marketing, and public relations managers

2. Number of Positions available: 1

3. Language requirements:

English or French, Ability to communicate in Chinese is an Asset.

4. Nature of work:

- Performs professional work in promoting the various accounting services WJDS-Times CPA Inc. offers.
- Negotiates advertising and promotions in an effort to maximize sales and client's satisfaction.

5. Main Duties:

- Responsible for development of a marketing strategy and creation of advertising concepts.
- Coordinates email marketing programs and actively recruits new program members.
- Develops and manages the annual marketing budget.
- Performs related work as assigned.

6. Employment requirements:

- Bachelor or college diploma in marketing, business management or similar discipline.
- 3 to 5 years experience in marketing or similar position
- Ability to communicate clearly and concisely, both written and oral
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- Considerable knowledge of and ability to plan, organize, and implement advertising, promotion, and publicity campaigns.
- Considerable knowledge in accounting and tax services.
- Knowledge of and ability to utilize modern computer applications including databases.
- Ability to develop effective working relationships with the media to facilitate publicity.

7. Start Date: ASAP, Oct. 11 2021

8. Working conditions: Permanent

9. SALARY: \$39 - \$41 per hr

10. Work hours:

37.5 hrs/week