



Job Title	Print & Promo Specialist	Location	Remote, Vancouver Island / Lower Mainland
Salary	\$60,000 - \$70,000, based on experience	Position Type	35 hours/week, 1-year contract with possibility to extend

Indigenous Marketing Solutions is a creative marketing agency owned by the Naut'sa mawt Resources Group. We help like-minded organizations create effective brand strategies and maximize their reach, leveraging cultural wisdom to craft exceptional brand stories and honour Indigenous voices.

We are looking for a skilled **Print & Promo Specialist** to join our team. Reporting to the Print and Promo Manager, the Print and Promo Specialist will be responsible for responding to inbound leads, managing new business opportunities, and assisting in the execution and managing customer service aspect of various programs. The ideal candidate will have a strong background in sales and account management, with a specific focus on print and promo sales. This position requires a proactive, detail-oriented professional who can deliver on business goals while fostering strong relationships with customers and vendors.

Key Responsibilities

- Engage directly with customers to understand their needs and provide tailored suggestions on product offerings.
- Advise and promote existing and potential customers on new products, offers, and business services.
- Respond to inbound leads from various sales channels with urgency and efficiency.
- Reconnect and follow up with customers to solicit feedback on sales and promote additional products and services that create value.
- Partner with a variety of vendors and customers for updates, follow-ups, and project-related inquiries.
- Manage the custom service aspects of various programs, ensuring timely and accurate delivery of products and services.
- Develop and maintain expert knowledge of our product offerings.
- Provide informed recommendations to customers to help achieve their marketing goals.
- Work cross-functionally within the team to ensure cohesive and effective service delivery.
- Share insights and strategies with team members to enhance overall performance.

Requirements

- Completion of an educational program (certificate or diploma) in a related field (Sales, Marketing, or Business Administration). An equivalent combination of education and experience will also be considered.
- 2 years of sales experience with extensive customer service experience.
- 2 years of print sales experience preferred.
- Ability to work independently and remotely, while also collaborating with internal team members and working directly with clients.
- Proficiency in Microsoft Office and CRM software.
- Excellent communication & presentation skills.
- Experience working with First Nations communities and an understanding of their culture.

Benefits

- Extended Health and Dental
- 3 weeks Paid Vacation plus 2 weeks off during the Christmas holiday season
- Annual Wellness Bonus

Indigenous Marketing Solutions is dedicated to our commitment of advancing Indigenous businesses and organizations and while we prioritize the hiring of Indigenous candidates whenever possible, we welcome applications from all individuals.

If you are interested in this opportunity, please forward your resume and cover letter to prateek@indigenousmarketing.ca and quote **Print & Promo Specialist** in the email subject.

Note: This is a remote position for those located within Vancouver Island and Lower Mainland. The ability to attend our Vancouver Island office in Malahat when requested is required.