

### Job Description: **MARKETING/GRAPHIC DESIGN**

#### Overview

Reporting directly to the Marketing Manager, this junior level position will assist with Product Development, Marketing Communications and Graphic Design.

#### Responsibilities (including but not limited to)

- Assist with/complete photography of products for internal systems and presentations, website, social media, flyers, and packaging as needed
- Maintain digital library and database for easy internal reference, linking to warehouse management tool, website
- Update/Change/Maintain existing marketing collateral (i.e. sell-sheets and customer-specific presentation material)
- Primary point of contact for internal document review, content management and proofing of marketing collateral
- Conduct ongoing research of market trends, product trends and competitor analysis; maintaining internal database and tracker for departmental reference
- Maintenance of website content, working closely with 3rd party provider to ensure products listed online are accurate and effectively promoted
- Assist with content development, vendor participation and arrangement of McCordick Newsletter

#### Qualifications

- Post-secondary education in Business, Marketing or Graphic Design preferred
- Intermediate Microsoft Office (Word, Excel, Outlook, PowerPoint) skills
- Graphic design background (CorelDraw®, Adobe Illustrator®, Adobe Photoshop®)
- Highly effective project management, prioritization, multi-tasking and time management skills are essential
- Ability to disseminate and communicate information
- Superior communication and grammar skill-set
- Website maintenance experience
- Ability to work independently or on a team, and be held accountable for results
- Dedicated team player with strong organizational, problem solving and analytical skills
- Experience in photography is an asset
- Bilingual – French/English is an asset

Bunzl Distribution has a tradition of commitment to equal employment opportunity. It is the established policy to attract and retain the best qualified people without regard to race, perceived race, ancestry, place of origin, national origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, disability, social circumstances, political belief and/or source of income; or any other prohibited ground of discrimination as defined in the applicable Human Rights Legislation.

If you are interested in applying for this position, please send your resumé and cover letter to: [aliciam@mccordick.com](mailto:aliciam@mccordick.com)

