

CWD Limited
Marketing Communications Assistant

Do you want a chance to work with some of the latest and most innovative products in North America? We are currently seeking a **Marketing Communications Assistant** to join our fast growing company and our winning team.

Circus World Displays (CWD) currently owns and operates 4 divisions and over 30 brands including Electrohome and Magnasonic. CWD has become an innovator in the consumer electronics world and provides new, innovative products to its customers. CWD has established itself by becoming a fast growing, multi-national company with over 30 brands that range from Levana baby monitors to SVAT Electronics security products. We are located in the Niagara Region and are looking to expand our winning team.

The successful candidate will be responsible for:

Content Development:

1. Write and edit content for product marketing.
2. Ensure website content is consistent.
3. Assist in maintaining company brands through updating of websites, monitoring consumer reviews and submitting feedback from data collected.

Communication:

1. Manage product reviews
2. Ensure product reviews are accurate on external parties
3. Respond to inaccurate or improper reviews in a prompt manner
4. Locate and develop relationships with online reviewers
5. Arrange for consumer reviews of new products
6. Complete internal review promotion procedures
7. Search and respond to any brand related negative feedback
8. Write and edit press releases.
9. Communicate with R&D team on product improvements based on review analysis
10. Arrange and track product samples

Administrative Duties

11. File and input data with minimal to no errors
12. Process invoices and work with the marketing and sales teams to ensure all tasks are completed
13. General office administrative tasks as required

The successful candidate requires:

1. College diploma or university degree in Communications, Marketing or a related field.
2. Minimum 2 years general office experience. Marketing experience an asset.
3. Experience using Microsoft office products including: Excel, Word, Power Point & Outlook.
4. Experience working in a team oriented, collaborative environment.
5. Excellent communication skills: oral, written & proofreading
6. Ability to effectively prioritize and execute tasks in a fast paced high-pressure environment

Qualified candidates are encouraged to apply online by visiting <http://www.svat.com/hr.php> and selecting the "Apply for a Position Now" button. Only online applications will be considered. If selected for an interview you will be contacted by Human Resources, please do not contact us by phone or in person.