

**Position:** Marketing Assistant

**Classification:** Band 4

**Rate of Pay:** \$2170.73 - \$3004.84 Semi-monthly, Office Hours

**Term:** Permanent position

**Location:** Regina

Tourism Saskatchewan is seeking an organized and self-motivated individual to fill the position of Marketing Assistant. This position is responsible for providing administrative support and contributing to special projects in the Marketing department as designated. The position will work closely with the Director, Marketing and other marketing staff as assigned to provide support for marketing projects, to answer and respond to inquiries, curate and create marketing collateral like itineraries and presentations, provide coordination for marketplaces, events, familiarization tours, campaigns and partnered projects.

Reporting to the Director of Marketing, the duties of this position are:

- Assist the Director and department staff with marketing projects and events, as required.
- Track invoices and contracts and assist with invoice coding and delegation for the Marketing department.
- Serve as the lead organization contact for procurement, including liaising with Executive Council staff, as required, ensuring requests are correctly processed through the IProcurement system and providing Tourism Saskatchewan staff with procurement assistance.
- Assist the Director of Marketing, and Marketing department staff as assigned, to complete administrative tasks, including coordinating and scheduling meetings, taking meeting minutes, visa and expense claim preparation, timesheets, responding to department requests and queries and making travel arrangements as required.
- Assist the Marketing department with special projects as required, including marketplace support, familiarization tours, event activation and coordination, execution of campaigns and marketing tactics and partnered projects.
- Provide administrative support to the Saskatchewaner program including the preparation of Visa and expense claims, invoicing sponsors, tracking business testimonials and keeping an equipment inventory.
- Create and curate marketing content as required, including itineraries, trade and media information requests, etc.
- Prepare reports and multi-media presentations as required.
- Ensure marketing content on the Business Hub is accurate, relevant, and refreshed.
- Provide backup to the Visitor Services Supervisor to arrange shipments of travel literature and displays for the Marketing department for marketplaces and events.
- Provide backup to the Administrative Assistant and Image Library Coordinator, as required, for visual asset requests and usage agreements.

- Perform other duties incidental to the work performed herein.

The knowledge, skills and abilities required for this position are:

- Marketing, Business Administration, or Tourism diploma or degree or equivalent combination of experience and/or education.
- Proficient in Microsoft Office.
- Knowledge of procurement processes is an asset.
- Must be able to exercise good judgement, prioritise responsibilities and make decisions based on established policies and procedures.
- Ability to analyze and prioritize work assignments to meet deadlines is necessary.
- Ability to work independently, quickly, and under pressure is required.
- Must have excellent written and verbal communication skills.
- Must have strong knowledge of Saskatchewan's tourist attractions, destinations, and events.
- Must possess attention to detail.
- Knowledge of budget process is an asset.
- Good interpersonal and organizational skills are required.
- Must have ability to adjust to changing priorities and workloads.
- A minimal amount of travel may be required.

Please submit your resume by Wednesday, December 22, 2021, at 5:00 p.m. to:

Joan MacPhail  
Director, Human Resources  
Tourism Saskatchewan  
189 - 1621 Albert Street  
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Fax: 306-787-6293  
Email: [careers@tourismsask.com](mailto:careers@tourismsask.com)