

## **Corporate Sales Coordinator Toronto, ON**

Sodexo Canada has the position you are looking for. Our Corporate Division is seeking a dynamic individual to fill the role of Corporate Sales Coordinator.

If you aspire to a job where your initiative and creativity will be highlighted every day, where your management skills will be recognized and if that's what motivates you, we have the position you are searching for.

Recognized as a strategic partner, Sodexo is the global leader in services that improve Quality of Life, an essential factor in individual and organizational performance. Operating in 80 countries, Sodexo serves 75 million consumers each day through its unique combination of On-site Services, Benefits and Rewards Services and Personal and Home Services. Through its more than 100 services, Sodexo provides clients an integrated offering developed through over 50 years of experience. Sodexo's success and performance are founded on its independence, its sustainable business model and its ability to continuously develop and engage its more than 425,000 employees throughout the world.

### **Accountabilities:**

The Programming department has an opportunity for an enthusiastic, resourceful team-player who thrives in a fast paced, hands-on environment in the role of "Corporate Sales Coordinator". The Corporate Sales Coordinator will work with the Sales Manager to expose all CTT theatres to parties interested in utilizing space for private, non-ticketed events. CTT is Civic Theatres Toronto which manages the Sony Centre for the Performing Arts, St. Lawrence Centre and Toronto Centre for the Arts.

- Build social media followings on Twitter, Facebook, Instagram, etc.
- Photo-document all events for use in marketing collateral and website. Includes digital marketing decks for Corporate Events, Digital Signage, Menus, Furniture Inventory, Floor Plans, etc.
- Coordinate website content keeping it up-to-date.
- Book events, create estimates and invoices using custom, proprietary software (EBMS).
- Manage Google Adwords campaigns.
- Communicate with clients including email and phone contact.
- Conduct site inspections with clients.
- Perform duties and projects as assigned.

### **Growth and Development:**

- Post graduate degree in discipline related to sales and marketing, social media or graphic design fields.
- Savvy in social media and technology including internet marketing and search engine optimization
- Creative and knowledgeable with photography and graphic design.
- Proficient with Microsoft Office software including Word, Excel and Outlook.
- Strong communication, written and interpersonal skills.
- Willing to work some nights and weekends.
- Attention to detail and highly organized.

**Value Behaviours:**

- Serving Clients and Customers
- Integrity
- Flexibility
- Analysis and Decision Making
- Quality Assurance and Safety
- Diversity Awareness
- Drive and Dependability

**Our Advantages**

\*A wide array of interesting jobs \*Nationwide locations \*Tremendous growth possibilities  
\*Continuous learning opportunities \*Incentive Plans \*Rewards & Recognition \*Employee  
Benefits \*Flexible Time \*Discounts \*Committed to People Development \*Promoting Individual  
and Collective Achievements \*Diversity and Inclusion \*Corporate Citizenship \*Hunger Fighting  
Initiatives \*Environmentally Conscious..... To find out more, come visit us at:  
[www.sodexo.ca](http://www.sodexo.ca)

*Sodexo is committed to Employment Equity and Diversity. We do not discriminate against any employee or applicant for employment because of national origin, race, religion, ethnic group, age, disability, gender, sexual preference, sexual or gender identity, status as a veteran or any other federal, provincial or local protected class.*

*"We welcome and encourage applications from people with disabilities.  
Accommodation is available on request from candidates taking part in all aspects of the selection process."*

**\*Only those candidates under consideration will be contacted.\***

**How to Apply:**

Please e-mail a resume (and/or cover letter), addressed to: [jeanmarc.zehil@sodexo.com](mailto:jeanmarc.zehil@sodexo.com)

**Please No phone calls.**

**Contact Info:**

Email: [jeanmarc.zehil@sodexo.com](mailto:jeanmarc.zehil@sodexo.com)

Website: [www.sodexo.ca](http://www.sodexo.ca)

**Date Posted:** Feb 07, 2018

**Term:** Full-time

**Career Level:** Intermediate