



Sales & Marketing Coordinator **Full time Hybrid position – based in Vancouver, BC**

Trialto Wine Group Ltd. is seeking a highly motivated and driven individual to join our dynamic team. We are seeking an individual that has strong communication skills, outstanding attention to detail, enjoys organizing and managing events, and has a visual creative artistic aptitude. This awesome team member will have the natural ability to multi-task, be a self-starter, prioritize, and have the desire to create, improve and grow.

If you believe the above description fits your strengths, and you possess the requirements below, please submit your resume to greatcareers@trialto.com

Job Overview:

The Sales & Marketing Coordinator will work closely with the Marketing Director to ensure accurate and timely production of sales and marketing materials. This position will support the Marketing Director and Portfolio Director in all brand marketing activities including but not limited to; content creation and publishing on Trialto Social Media channels, event planning and execution, brand promotional programs and activities. This position is responsible for ensuring marketing applications and point of sale materials are completed and submitted within the applicable deadlines, creating and editing digital images for the various Trialto web-based platforms and vendors and will also support updating the web-based platforms with up-to-date images, press and tasting notes and creating other sales materials. The coordinator is the key liaison for winery partner market visits and is responsible for ensuring the itineraries and supporting marketing materials are completed by the agreed deadlines. They will also support the sales team in attending internal and external events such as trade shows and trade tastings.

Job Requirements:

- Proficient user of Microsoft Office, and familiarity with Apple products
- Strong experience with Photoshop, Adobe InDesign, Illustrator, platforms
- Experience with website upkeep and maintenance with WordPress
- Excellent verbal and written communication skills
- Excellent listening skills, desire to work with a passionate wine team
- Diligent, organized, and good time management skills
- Strong customer service focus
- Willingness to support sales team activities for offsite events
- Adheres to the terms of Trialto's Health and Safety Policy
- A passion for wine and Intermediate wine knowledge gained from formal education (ex: WSET Certification) is not mandatory but a strong asset



Compensation:

Trialto offers market competitive base salary along with extensive employee benefits including: Extended Health Care coverage, Health Spending Account, RRSP Matching, and travel reimbursement opportunities.

Send resume and cover letter to:

Human Resources

greatcareers@trialto.com