

Amphenol Canada Corp.

JOB TITLE: Marketing Assistant/Analyst
REPORTING TO: Distribution Operations Manager

GENERAL DESCRIPTION:

Job duties and top priorities as they relate to business transaction with our Channel-Partners:

- Compile and organize internal/external data for use in analysis of trends, projections of orders, revenue, backlog, margin, and market segmentation, at product, customer levels
- Prepare reports (including but not limited to):
 - Regular updates on order status, inventory levels and POS.
 - Weekly order/revenue/backlog/margin updates as required
- Update reports and summaries for incremental opportunities
 - Coordinate with Product Managers and sales to track status and actions of key initiatives
 - Provide key project summaries for monthly review
 - Follow up with Product Managers on status of related business opportunities
 - Assist in updating and tracking progress of Sales Funnel opportunities
 - Work directly with Field Sales Personnel to log and track progress of specific opportunities
- Review Design Registrations against bookings
- Circulate and distribute marketing materials and sales tools (catalogues, literature, samples, and other marketing collateral)
- Assist with the collection of data from Sister Divisions for use with pricing and stocking packages
- Work with PMs from various divisions on New Product Introduction (NPI) packages

The ideal candidate will possess excellent verbal and written English skills. Due to the nature of this position a well-groomed, people-oriented person that is dedicated to accuracy would be best suited.

REQUIREMENTS:

General

1. Must abide by all Health and Safety Rules and have demonstrated commitment to good housekeeping/organizational practices.
2. Maintain good working relationships with others.
3. Strive for continuous improvement in all aspects of the work environment, this includes active participation in company committees, project teams and relevant job training
4. Commit to your self-development goals as discussed with your supervisor and attend all company-sponsored training.
5. ISO 9001 training.

Must Have:

1. Advanced Microsoft Excel Skills
2. Strong analytical capability
3. Minimum 3 years related experience
4. Maturity and judgment
5. Excellent interpersonal communication skills
6. Strong drive and independent work ability

Desired experience/skills:

Technical aptitude, including ability to read drawings
Financial analysis
Inventory management
Customer service
Product specialist
Experience with SQL database
Alternate language skills

ASPECTS OF POSITION:

Help drive growth within the distribution channel
Attractive salary, incentive scheme and benefits
Multiple simultaneous priorities
Opportunity to gain experience in a diverse, high-growth channel
Potential long hours as required
Pressure to meet deadlines
Multiple simultaneous priorities

Amphenol Canada Corp. is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity you should advise Amphenol, in a timely fashion, of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.