

Job Title: Marketing Coordinator
Job Type: Full Time Permanent Employment
Start Date: Immediate
Job Location: Montreal (Pointe-Claire, QC)

Are you looking for a new challenge in a fast-growing, dynamic high-tech company?
Join us!

VuWall is a leader in video wall control systems, providing solutions for seamless visual collaboration in control rooms, security operations, and corporate environments. We are a privately held company headquartered in Montreal with US and European subsidiaries. With customers in more than 45 countries, we have deployed over 5,000 projects in many Fortune 500 organizations, government agencies, utility, transport, and security companies including the US Departments of Transportation, NASA, Canadian Space Agency, European Commission, Sydney Rail, Porsche, Daimler, L'Oréal, SNCF, FIFA, and throughout federal, state and local governments.

JOB DESCRIPTION

We are seeking a highly organized and detail-oriented Marketing Coordinator to join our growing marketing team. In this role, you will support the planning and execution of marketing events and initiatives, ensure smooth coordination of marketing activities, and help with office administration and internal events. This position is ideal for someone who thrives in a fast-paced environment and is passionate about making sure everything runs smoothly behind the scenes.

MAIN RESPONSIBILITIES

Event Coordination & Logistics:

- Assist in the planning and execution of tradeshow.
- Coordinate event logistics including venue bookings, catering, transportation, travel, and materials.
- Manage event timelines and ensure all deadlines are met.
- Communicate with vendors, contractors, and event staff to ensure smooth event operations.

Marketing Calendar Management & Admin:

- Maintain and update the marketing calendar, ensuring that all campaigns, content, and events are scheduled and tracked.
- Collaborate with the marketing team to coordinate key deadlines and timelines for campaigns, content, and events.
- Provide regular updates to the team on upcoming activities and events.
- Provide administrative support to the marketing team as needed, including scheduling meetings, organizing files, and managing documents.
- Help with post-event follow-ups, including compiling feedback, and ensuring deliverables are completed on time.

Internal Events & Office Admin:

- Plan and coordinate internal company events (e.g., team-building activities, open house events, holiday parties).
- Support day-to-day office administration including managing office supplies, kitchen supplies & snacks, and supporting internal communications.

QUALIFICATION REQUIREMENTS

- Bachelor's degree or Certificate in Marketing, Communications, Business, or a related field.
- 3-5 years of experience in a marketing or administrative role (event coordination, office management, or project management is a plus).
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills in English as a mother-tongue.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and experience with project management tools (e.g., Jira, Trello, Asana) is a plus.
- Ability to work effectively both independently and as part of a team.
- Strong attention to detail and ability to manage multiple tasks simultaneously.
- A positive, proactive attitude and a strong desire to help the marketing team succeed.

EMPLOYMENT BENEFITS

- Competitive salary and comprehensive benefits package.
- A dynamic and collaborative work environment with a focus on professional growth.
- Embracing diversity, the company offers an exceptional multinational culture.
- Exceptional company culture.

TO APPLY

Click here to email your CV to
careers@vuwall.com