

Full Time Sales and Marketing Assistant (Fairchild Radio Vancouver) (Maternity Leave Contract)

Fairchild Radio Vancouver is currently looking for a self-motivated Sales and Marketing Assistant (Maternity Leave Contract) to become a part of our team located in the Vancouver office. *Note this is a contract position to cover a maternity leave.*

Duties and responsibilities:

- Manage client relationships and inquiries, ensure customer satisfaction, and retain current business while developing new contacts through outreach support.
- Create sales proposals, negotiate basic contract terms, and understand client advertising objectives to align with radio station strategies.
- Communicate with Account Managers to confirm bookings, requests, and proper entry in systems.
- Coordinate advertising production between clients, sales team, and production teams, including ensuring correct creative asset usage.
- Support sales team and event assistance as needed.
- Handle station social media accounts: create engaging posts promoting airtime, events, and client ads; arrange and schedule content across platforms like website, Facebook, Instagram, and WeChat.
- Handle daily tasks like data entry in systems, filing contracts, preparing reports and meeting minutes.
- Track campaign analytics, update client databases with needs and objectives, and assist with event coordination or special promotions.
- Perform other related duties as assigned by the Department Head.

Skills and qualifications:

- Diploma in Business or High school degree
- 1 year experience in customer experience preferred
- Must have excellent customer service skills and friendly and professional demeanor
- Working knowledge of new media, digital interactive initiatives and social media required
- Strong phone contact handling skills and active listening
- Enjoy a fast-paced environment with a desire to win
- Must be organized, proficient in Microsoft Word and Excel, be able to work independently and with a team, and be able to perform designated tasks as assigned



If you are a motivated self-starter with a passion for Sales and Marketing work, please submit your resume to hr@fairchildradiogroup.com . We thank all applicants for their interest, but only selected candidates will be contacted for an interview.

This position is restricted to those legally entitled to work in Canada.

Fairchild Radio is committed to Employment Equity and to providing a fair and equitable work environment. We encourage applications from qualified women, men, visible minorities, aboriginal people and persons with disabilities. If you need to be accommodated during any phase of the evaluation process, please contact our Director, Human Resources and Administration at emilywu@fairchildradiogroup.com . All information received about accommodations will be kept confidential.

Fairchild Radio also respects your right to privacy. We have a firm policy of not selling, lending or disclosing your personal information. When we collect personal data, you can be assured that we will handle and store it in a secure manner. Your personal information will be kept confidential and destroyed after use.