



## **Sales and Marketing coordinator**

**Posted by zorbas bakery and foods ltd.**

**Posting Date :** 14-Mar-2026

**Closing Date :** 10-Sep-2026

**Location :** Burnaby

**Salary :** \$36.60 Per Hour

### **Job Requirements**

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ7123408

### **Job Description:**

## JOB POSTING PENDING REVIEW

# sales and marketing coordinator

Verified

Posted on January 14, 2026 by [zorbas bakery and foods \(2005\) ltd.](#)

### Job details

Burnaby, BC

V5J 4S1

On site

36.60 hourly / 30 hours per week

Permanent employment

Full time

Evening, Shift, Morning, Day, Overtime available

Starts as soon as possible

Benefits: [Health benefits](#)

1 vacancy

Job Bank #3484993

### Overview

#### Languages

English

#### Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

## **Experience**

1 year to less than 2 years

## **On site**

Work must be completed at the physical location. There is no option to work remotely.

## **Responsibilities**

### **Tasks**

Develop communication strategies

Prepare written material such as reports, briefs, website content

Provide consultation on planning and starting of new businesses.

Publicize activities, workshops, meetings and other events for fundraising or information purposes

Supervise staff

Administer programs to promote industrial and commercial business investment in rural and urban areas

Perform administrative tasks

Plan development projects

Recruit and hire staff

Develop social and economic profiles of an area to encourage industrial and commercial investment

Prepare reports, research papers, educational texts or articles

Advise clients on advertising or sales promotion strategies

Conduct analytical marketing studies

Review and evaluate commercial or industrial development proposals

Design market research questionnaires

Develop portfolio of marketing materials

Evaluate customer service and store environments

Conduct online marketing, E-commerce and Website promotions

Develop marketing strategies

Ensure appropriate business/commercial licenses are in place

Develop and implement business plans

Supervise office and volunteer staff

### **Supervision**

1 to 2 people

## Additional information

### Personal suitability

Client focus  
Efficient interpersonal skills  
Excellent oral communication  
Excellent written communication  
Flexibility  
Organized  
Reliability  
Integrity

## Benefits

### Health benefits

Dental plan  
Disability benefits  
Health care plan

## Who can apply for this job?

### You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

**Do not apply if you are not authorized to work in Canada.** The employer will not respond

## How to apply

### Direct Apply

By Direct Apply

- Additional ways to apply

### By email

[foodszorbas@gmail.com](mailto:foodszorbas@gmail.com)

### What you must include in your application:

- Answers to the following screening questions:
  - Are you authorized to work in Canada?
  - Are you willing to relocate for this position?
  - Do you have experience working in this field?

### Advertised until

2026-03-28

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [foodszorbas@gmail.com](mailto:foodszorbas@gmail.com)**

**Posted on Disabled job Portal**