



## Marketing Coordinator & Administrative Assistant

Palliser Insurance is a leader in the crop insurance industry and the largest private crop hail insurance company in Canada, with a broad agent sales network across the Prairies. The company continuously invests in its professionally trained and experienced adjuster workforce - the most extensive in the industry. Built on the strength of deep relationships, trust, and family values, the principal families have been providing crop hail insurance and advice to the agricultural community in western Canada for over 100 years. The company is seeking a full-time **Marketing Coordinator & Administrative Assistant** to join the team.

Reporting to the Chief Marketing Officer, the Marketing Coordinator & Administrative Assistant plays a critical support role as a member of the marketing team. As a professional and stable point of coordination and support for sales activities such as filing and maintaining important sales related documents and communicating relevant information to the team, this position enables the Sales Agents to maximize their performance and achieve the sales goals of the company. Using well-developed interpersonal skills, the Marketing Coordinator/Administrative Assistant builds strong relationships with the agent network. The administrative component of the role includes assisting with data entry, answering phones, and assisting with operations. The nature of Palliser's business is seasonal and roles and responsibilities shift when required.

Your value-add tool box includes well-developed computer skills combined with exceptional communication, attention to detail, and organizational skills. You are known to be collaborative and team-focused and able to work effectively in an environment where multi-tasking and change is the norm.

Holding a business diploma or equivalent from a recognized school, you bring a minimum of 2 years of experience in sales and marketing administration or office administration in a business environment to the position.

If you are interested in receiving more information or exploring this opportunity further, please contact or forward your application to Peggie Koenig at [search@intellexecutivesearch.com](mailto:search@intellexecutivesearch.com) quoting project number 17-12-1061 no later than January 19, 2018.

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