

Taltis Foods Inc.

[info@taltisfoods.com](mailto:info@taltisfoods.com) | (647) 513-2376 | <https://taltisfoods.com>



## WHO WE ARE

We are a close-knit diverse team with a passion for African cuisine and a mission to inspire and spread more cultural diversity through food. Taltis Foods brings unique African products proudly made in Canada. Our Cooking Sauces allow "food adventurers" to quickly prepare various African foods in the comfort of their homes and save much time. See more of how we started: <https://www.taltisfoods.com/pages/our-story>

Joining our adventure to bring more food diversity to Canada and North America!

Positions	Retribution \$/Hr	Duration
1) Account Management	16 \$/Hr	Part-time (20Hrs/Wk)
2) Admin. Assistant	16 \$/Hr	Part-time (20Hrs/Wk)
3) Digital Marketing Assistant	16 \$/Hr	Part-time (20Hrs/Wk)
4) Social Media Mg Assist 1	16 \$/Hr	Part-time (20Hrs/Wk)
5) Marketing Assistant	16 \$/Hr	Part-time (20Hrs/Wk)

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## DIGITAL MARKETING ASSISTANT

### JOB DESCRIPTION

The ideal candidate is a self-motivated individual capable of working cross-functionally on the planning and implementation of marketing projects. You will be assisting with Google Business Profile, communications planning, and other execution of marketing initiatives. You will need to display versatility in order to handle ad-hoc projects as assigned. Our entrepreneurial culture is built on continuous learning and growing together. If that sounds like you, come join our team!

### RESPONSIBILITIES

- Assist in maintaining Google Business Profile to reflect brand and marketing initiatives
- Update posts, images, and events based on marketing initiatives
- Optimize SEO keywords
- Summarize Google Analytics and assist with new marketing campaigns/ads
- Work with other team members to promote brand and product awareness
- Research and connect with networking opportunities and business events
- Research and discover sales-driven marketing opportunities
- Assist in marketing material designs in Canva Pro if needed

### QUALIFICATION

- Comfortable working in Google Space and Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Comfortable with copywriting for brand and campaign purposes
- Comfortable working with designs and videos
- Nice To Have: interest in the food & beverage industry, marketing, brand, or e-commerce