

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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## MARKETING ASSISTANT

### JOB DESCRIPTION

The ideal candidate is a highly organized self-starter capable of working cross-functionally on planning and implementing marketing projects. You will be assisting with website designs, email campaigns, 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 the website, incoming inquiries from the website, and marketing awareness in the online shop
- Assist in Shopify and find ways to utilize its tools & resources for enhancement
- Work with team members to smoothly reflect sales, campaigns, and specials on the website
- Update and maintain blogs and articles on the website
- Optimize SEO keywords on the website
- Work with other team members to support 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 e-commerce platforms
- Nice To Have: interest in food & beverage industry, marketing, brand, or ecommerce