



## IT & MARKETING COORDINATOR

**JOB TITLE:** IT & Marketing Coordinator  
**DEPARTMENT:** IT  
**SUPERVISOR:** CEO  
**JOB TYPE:** Full-Time  
**LOCATION:** 24 Haniak Rd, Rosslyn – ON

Smart Modular Canada is a modular buildings manufacturer. From micro homes to hotels, we build to last. We are a fast-growing energetic company building quality homes and buildings for all Northern Ontario and beyond. Our philosophy is one of a family atmosphere with great people to work with. We offer a climate-controlled experience when working within the factory, with competitive wages, a benefit plan, and a retirement program. Here skilled craftspeople have a regular schedule, are not dependent on weather conditions, and do not have the headaches associated with repair/emergency work. Come build your future with us!

### GENERAL JOB DESCRIPTION

The IT & Marketing Coordinator is responsible for managing and optimizing the organization's IT systems while also supporting marketing initiatives that strengthen brand presence. This role ensures technology infrastructure runs securely and efficiently, while also contributing to the development of engaging marketing content, digital strategy, and brand consistency.

### DUTIES AND RESPONSIBILITIES

#### General Duties

- Create, maintain, and continuously improve company reports to support decision-making.
- General duties and responsibilities that fall under the position title.

#### IT Responsibilities

- Administer and maintain the Microsoft tenant, ensuring security best practices and data integrity.
- Provide technical support and resolve IT issues for employees across the organization.
- Develop and deliver IT training plans to improve staff efficiency in daily tasks.
- Procure IT equipment, recommend hardware/software upgrades, and manage lifecycle of devices.
- Configure and manage endpoint devices using Entra ID, Apple Business Manager, and other tools.
- Oversee onboarding and offboarding of company IT equipment.
- Manage and maintain Exclaimer email signatures.
- Organize and maintain the company's file system.
- Build and manage automation workflows and API integrations.
- Administer and maintain the company firewall.
- And other duties as assigned.



## Marketing Responsibilities

- Design dynamic marketing content in Canva, leveraging 3D renderings, images, and other assets.
- Develop a digital marketing schedule and manage social media accounts.
- Maintain the company website, ensuring it is up-to-date, efficient, and aligned with best practices.
- Create and maintain company marketing material for sales team.
- Maintain branding on external directory sites.
- And other duties as assigned.

## QUALIFICATIONS FOR THE JOB

### *Education:*

- College diploma or equivalent preferred.

### *Experience:*

- Strong knowledge of Microsoft 365 administration, Entra ID, and SharePoint.
- At least 2 – 3 years experience in a related field.

## KEY COMPETENCIES

- Hands-on experience with endpoint device management and IT security best practices.
- Proficiency in PowerShell scripting and workflow automation.
- Familiarity with digital marketing, Canva, social media platforms, and website management (SEO, content updates).
- Strong organizational skills with the ability to manage multiple IT and marketing initiatives simultaneously.
- Excellent problem-solving skills and the ability to train and support non-technical staff.
- Ability to thrive in a fast-paced, deadline-driven environment.
- Competent under the Ontario Health and Safety Act.

To apply, email your resume to [careers@smartmod.ca](mailto:careers@smartmod.ca) or see our posting on Indeed

Due to the number of applications received, only those selected for an interview will be contacted.

Thank you for your interest in Smart Modular Canada.