



2931 19th Avenue, Markham, On, L6C 1L7, 905-887-8954
Wethefresh.ca

Job Description: Online Marketing Assistant

About Top Tomato Foods

Top Tomato Foods is one of Ontario's largest growers, packagers and distributors of Ontario's best quality produce. Family owned and operated, Top Tomato Foods carries the same traditional values its founders started with over 50 years ago. Our core produce line includes cauliflower, cabbage and broccoli. Additionally, we also grow many other fruits and vegetables which are sold through our 19th Avenue Farmers Market.

Summary of Job Description

The primary responsibility of this job will be in supporting the organizations social media and online marketing. This will include managing and developing certain elements and tactics with relation to the short term and long term strategy.

Primary Responsibilities

1. Updating Website
2. SEO
3. Identifying messages that require a response and messaging accordingly
4. Developing and setting up a database
5. Creating and executing a newsletter and promotion
6. Setting up a new service that is web based
7. Understand graphic design
8. Provide analytic reporting

Knowledge and Skill Requirements

1. Strong communication skills both verbal and written
2. Wordpress experience
3. Graphic Design experience an asset
4. Self-Motivator
5. Accountable
6. Knowledgeable on all social media platforms
7. Familiar with privacy laws, email address set up, etc..
8. Able to develop and execute online newsletter's

Terms

- Remote and In office work
- Approximately 10 hours a week
- \$14.00 hour
- Seasonal Job with the potential for extension

Contact Details

If interested in the role, please send an email to info@toptomatofoods.ca
Please note only individuals who will be selected for an interview will be contacted. Thank you.