

CRGL/DWB is a newly merged consulting firm specializing in services and solutions for the resource sector. With a close-knit team, a diverse client base, and a strong reputation for quality and service, the company operates offices throughout British Columbia.

Overview:

We are seeking applications for a full-time experienced **Marketing Coordinator**, who will run day-to-day marketing and business development operations that support revenue targets by coordinating campaigns, maintaining assets, supporting proposals, managing basic PR and events, and keeping CRM data and reports current so teams can market and win work more effectively. This role is based out of our **North Vancouver** office, and reports to the Director of Strategic Growth & Marketing. The successful candidate will work closely with business unit leaders to collect inputs, track progress, and keep plans moving. Impact is seen in on-time delivery, clean data, organized materials, and smoother pursuits.

What We Offer:

- Opportunities to grow and build your career in an environment that recognizes talent
- A competitive salary commensurate with experience
- A comprehensive benefits package including a bonus and RRSP programs
- A fun yet professional and safety-oriented work environment
- A diverse range of work with a multitude of clients and across a variety of sectors

What You Will Do:

- Maintain the asset library and version control for decks, one-pagers, case studies, and bios.
- Support proposals by assembling content, tailoring templates, and tracking deadlines.
- Manage basic PR tasks including announcements, awards, and speaking submissions.
- Plan and execute events, including logistics, materials, lead capture, and follow-up lists.
- Enter and update CRM records; maintain required fields, stages, tasks, and simple dashboards.
- Prepare monthly sales and marketing reports and route action items to owners.
- Partner with vendors and contractors to keep deliverables on time and on brief.
- Coordinate campaigns and updates across web, email, and social.

Who You Are:

- You are organized and detail-oriented and keep commitments.
- You communicate clearly and write clean, plain copy.
- You manage many tasks at once and keep priorities visible.
- You build cooperative relationships with internal teams and vendors.
- You are comfortable with checklists, templates, and simple processes.
- You are curious and willing to learn tools quickly.

What You Bring:

- 3–5 years in B2B marketing coordination, sales enablement, or similar.
- Strong writing and editing; basic design sense for slide and one-pager polish.
- Hands-on experience with a CMS, CRM, email platform, and shared file systems.
- Proficiency with spreadsheets and presentation tools.

- Experience supporting proposals, events, or PR submissions.
- Comfort working with external designers, writers, and digital specialists.
- Comfort working with AI tools and platforms.

Strong Assets:

- Experience working in B2B environment with a focus on professional services
- Experience working in Engineering, Environmental or Forestry industries

Success Metrics:

- On-time delivery rate for assets, events, and proposal tasks
- CRM completeness for required fields and next steps
- Monthly report delivered by the agreed dates

Compensation:

The pay range for this position is **\$28–\$32** per hour, commensurate with experience and qualifications.

Application:

If you are interested in working with us, please forward your resume to galami@crgl.ca.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.