



## Immediate Opening for Sales & Marketing Associate

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Quality & Compliance Services Inc. (Q&C®) is based in Mississauga (Toronto), Ontario, Canada. Since 1994, Q&C has assisted clients with: Large Compliance Project Consulting, Audits, Validation, Quality Control Officer (QCO), Technical Writing, GMP Training, Regulatory, GMP Booklets, and Lab services.

Q&C® hires people committed to quality and encourages them to increase their capabilities through continuous technical and professional development.

### Responsibilities

As a Sales & Marketing Associate for Q&C®, you will respond to Requests for Proposals by managing the price list, writing proposal content and legal agreements and coordinating review and approval. Once signed, the Sales & Marketing Associate initiates projects. The incumbent will respond to general and sales enquiries, as directed.

The Sales & Marketing Associate is responsible for implementing the annual marketing program and ongoing activities. This includes creating and distributing monthly e-newsletters, quarterly mailers and e-mailers, tradeshow collateral, white papers, search engine optimization and website offers. Activities also include maintaining the corporate websites and managing regular updates to pharmaceutical industry booklets, including content revision and coordination of desktop publishing, cover and ad design, printing and translation.

### Qualifications

- Post-secondary degree or diploma in Communications, Marketing or Business
- Minimum three (3) years previous experience in a technical field
- Superior communication skills
- Excellent project management and computer skills

### Apply one of the following ways

Fax: 905-542-7981

Email: [gills@qualityandcompliance.com](mailto:gills@qualityandcompliance.com)

Mail: 9-6975 Meadowvale Town Centre Circle, Suite 410, Mississauga, ON L5N 2V7

We thank you for your interest. Only candidates considered for an interview will be contacted.

9-6975 Meadowvale Town Centre Circle  
Suite 410 Mississauga Ontario  
L5N 2V7 Canada

TOLL FREE: 1-877-877-5152

PHONE: 905-363-1182

FAX: 905-542-7981

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[www.qualityandcompliance.com](http://www.qualityandcompliance.com)

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[www.nhpcompliance.com](http://www.nhpcompliance.com)

