



The Loomex Group is NOW HIRING FOR: SALES AND MARKETING MANAGER (AIRPORTS AND AEROSPACE SECTORS)

We are The Loomex Group, a team of professionals offering services in Aviation and Aerospace, Education and Compliance, Infrastructure and Asset Management, Emergency Management, Safety Management and Construction. Our team provides a unique blend of expertise and talents that support our clients' needs across the country. With hands-on experience, advanced knowledge in industry best practices, and innovative thinking in business development, we are an excellent partner in providing safe, quality service. Since 2009, with offices across Canada, The Loomex Group has partnered with many clients in municipalities, cities, institutions, private enterprises, and airports.



To apply for this position, please send a resume and cover letter to swebster@loomex.ca



The application deadline to apply is February 6, 2022.



Job Purpose:

The Loomex Group is looking to hire a Sales and Marketing Manager for its Airports and Aerospace Division. The Manager will be responsible for various tasks listed below. The Manager will report to the Vice-President of Airports and the Chief Operations Officer.

Duties and Responsibilities:

- Work with CEO, COO and VP to promote business lines, including development and management of brochures and trade show materials, and strategic marketing plans
- Develop and deliver sales outreach campaigns to targeted clientele
- Search, identify and qualify RFPs and participate to the proposal writing process
- Oversee, manage and maintain regular reporting of the corporate CRM
- Establish a business intelligence network, establish and maintain contact with the targeted airports and aerospace prospects in order to know their strategic planning, projects and their need for external studies
- Manage the administrative process leading to the signing of contracts (client relations, including follow-up of the required documentation, the sending of a thank you letters, following-up on invoicing, etc.)
- Planning, management and upkeeping of the Airport Division marketing plan and material
- Manage the company's Website
- Attend and manage corporate presence, while upholding the company's brand and reputations at industry Trade Shows as required
- Attend Airport functions and promotions
- Assist the CEO, COO and VP working on business development projects
- Administrative duties as required (course package development)
- Assist Airport Manager (CEO) in promoting the Airports
- Work with local and national media outlets and media tools to promote The Loomex Group
- Assist the Management Team with expanding to, and maintaining a North American market presence





Qualifications:

- Proven track record in communications, marketing and business development
- A minimum of five (5) years of previous work experience in a similar position
- Sales and marketing diploma, education and/or related training
- Knowledge of the airport and aerospace sectors would be added value
- Strong community and industry connections
- Must be outgoing and able to communicate in various methods with clients, potential clients and Loomex Group management and staff
- Positive, upbeat, "don't tell me I can't make it work" attitude
- Ability to use social media to maintain/bolster our presence/image through dedicated campaigns
- Creative
- Must have clean criminal record check prior to employment
- Demonstrated working knowledge of Microsoft Office including Word, Excel, and PowerPoint
- Maintain confidentiality client information and respect for corporately owned and proprietary materials
- The utmost professionalism must be upheld. No verbal abuse, aggressive tone of voice or other behaviour that may impact the image and reputation of the company and relations with colleagues and clients will be tolerated.

Working Environment:

- Work is performed in an office or home or hybrid environment and this position shall be exposed to conditions typically encountered in a business office environment.
- Required to work in a fast-paced environment with the ability to adapt to changing work conditions.
- Given the nature of the business, travel maybe required to meet the needs and circumstances of the corporation. Must have a valid passport, be able and willing to travel across North America via Road, Rail and Air and proof of full COVID vaccination will be required.
- The Loomex Group provides equal employment opportunity.

Retribution:

Retribution will be in the form of a salary and commission based. Exact amount for each will be discussed with finalist and adapted to meet their personal needs. A benefit program is also available along with decent vacation time.

Applying

To apply, please send a resume and cover letter by **February 6, 2022** to Sarah Webster at **swebster@loomex.ca**

