



Our Company

CWC Energy Services Corp. ("CWC") is a publicly traded, premier contract drilling and well servicing company that has been operating in the Western Canadian Sedimentary Basin since 2005. CWC provides a complementary suite of oilfield services including drilling rigs, service rigs, coil tubing. CWC's common shares trade on the TSX Venture Exchange under the symbol CWC.

Description:

We currently have an exciting career opportunity in our **Sales and Marketing, Well Services Division** located in our corporate head office Calgary, Alberta.

The **Sales & Marketing Coordinator** works with the Sales Team to coordinate all activities associated with the sales process and is also tasked with the creation and dissemination of sales and marketing material. The position also involves planning and coordination of sales and marketing meetings and events. This role requires excellent communication skills, analytical ability, disciplined work habits and effective multitasking.

Responsibilities may include:

Sales Activities

- Maintaining and updating product and price lists
- Assist with lead allocation to the sales team
- Provide pre-sales support to the sales team
- Telemarketing Activities
- Coordination of Proposal and Bids
- Internal Reporting
- Contracts Administration Well Services Division and Drilling Division
- Assist with presentations and demonstrations
- Assist with sales opportunities
- Other assigned duties as required

Marketing Activities

- Research to identify clients, sector opportunities, and competition
- Coordinate events including meetings, speaking engagements, seminars, trade shows and exhibits
- Develop marketing literature, ensuring valid, current and accurate content
- Planning and concept development and execution of print and media campaigns



Basic Required:

- Legally authorized to work in Canada
- 5+ years of experience in procurement within Oil & Gas environment, or related experience and or training is required
- Proficiency in Word, Excel, and PowerPoint
- Supply Chain Management Professional designation (SCMP or ISM)

Preferred:

- Experience working with sales and marketing teams
- Exceptional writing skills, with experience in document preparation, proofing and editing including proposals and RFPs; MSA's; Reporting; Contracts Administration both Well Services & Drilling
- Be courteous, prompt, and timely and have good attention to detail
- Demonstrates the ability to multitask and manage their time effectively using a time management system
- Be able to operate under pressure and meet deadlines
- Excellent Word (creation of templates and macros), Excel, PowerPoint (customized), and email (Outlook) skills
- Providing impeccable customer service to our clients as 1st priority, but maintain firmness when required
- Able to work independently on projects and also collaborate as a strong team member
- Communicate effectively both internally and externally i.e. check email, forward to appropriate parties and reply timely with priority to editing requests or technical support requests
- Innovation and creativity in the form of continuous improvement to internal processes
- Possesses strong ability for client interaction at all levels, including CEO

*Interested applicants are encouraged to forward there cover letter and resume to the attention of the **Human Resources** careers@cwenergy.com by **May 19, 2019***

Thank you to all applicants; however only candidates selected for an interview will be contacted.

CWC Energy Services Corp. is an Equal Opportunity Employer