



## Sales & Marketing Coordinator

**Role Type:** Full Time

**Duration:** Permanent

**Manager:** Kevin Poirier, President & CEO

SCV Consulting Ltd. is growing! We are seeking applications for a new team member to help us provide industry-leading sustainability services to our clients. We are looking for someone who is organized, driven, and comfortable taking initiative, someone who thrives in a fast-paced consulting environment and is passionate about sustainability, environmental services, and driving meaningful growth.

### Who We Are:

SCV Consulting Ltd is a small environmental engineering consulting firm that provides professional services in the areas of Carbon Pricing, Air Quality, Sustainability, Climate Change and Environmental Management. Our team of high-performing environmental experts work across Canada and around the world to deliver reliable services to our clients. We are results driven and focused on solving challenging problems for our clients. We help our clients overcome their most pressing challenges - navigating new and complex carbon pricing regulations, climate change adaptation planning, supply chain sustainability assessments, and environmental approvals. When they need us most, our clients count on us to always be on call and ready to help.

### The Role:

As a Sales & Marketing Coordinator, you will be responsible for supporting SCV's business development initiatives and expanding our visibility in the marketplace. You will engage with potential clients, manage outreach campaigns, coordinate conferences and events, and contribute to SCV's marketing content. Working closely with senior team members, you will help shape and execute our business development strategy.

### Key Responsibilities:

- Conduct outreach to potential clients via cold calls and email campaigns.
- Research and identify target organizations and decision-makers using digital tools and databases.
- Research conferences and events, including registration, logistics, and follow-ups.
- Represent SCV at industry conferences and networking events.
- Create and publish engaging content such as LinkedIn posts, blog articles, and social media updates.
- Maintain and organize CRM tools, lead lists, and marketing analytics.
- Support proposal preparation and marketing materials.
- Collaborate with the senior team on business development strategy and priorities.
- Assist with other marketing or communications projects as required.

### Who We Look For:

- 1–5 years of experience in sales, marketing, or business development, preferably in a consulting, engineering, or environmental services setting.



- Post-secondary education in business, marketing, communications, or a related field.
- Strong written and verbal communication skills.
- Experience with LinkedIn, CRM systems, and email marketing tools.
- Comfortable with cold outreach and client-facing interactions.
- Detail-oriented, organized, and able to manage multiple projects simultaneously.
- Self-starter with a growth mindset and a genuine interest in sustainability and environmental solutions.

### Assets to Help your Application:

- Experience in engineering or environmental consulting.
- Basic familiarity with digital marketing, analytics, or content creation tools (e.g., HubSpot, Mailchimp, Canva, Google Analytics).
- Demonstrated ability to work independently in a remote or hybrid environment.
- Immediate availability is a plus.

### What SCV has to Offer:

- Flexible schedule and remote work-from-home structure (must be in Canada);
- Monday to Friday;
- Budget for work-from-home office setup;
- Health benefits;
- Competitive salary;
- Opportunity to accelerate your career in a small and fast-growing company (<20 employees);
- Growth and mentorship opportunities with a highly qualified team;
- Experience in a rapidly growing field, and;
- Work with industry-leading multinational corporations.

SCV Consulting is proud to be an equal opportunity employer and our inclusive culture leads us to pursue innovation in our field. We invite and encourage applications from all qualified individuals, including from groups that are traditionally underrepresented. Our culture empowers all of us to grow, learn, and succeed.

### How to Apply:

Please submit your resume on the Careers page of SCV Consulting's website.

For accessibility, we accept video or audio cover letters and CVs.