

DATE 31 January 2012

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## Sales & Marketing Coordinator

Cygnus Group | Toronto (Downtown)  
Permanent / Full Time  
Salary: TBD

### Summary

Cygnus is seeking an experienced, highly motivated and customer-focused individual to support the Toronto studio with sales coordination, marketing tasks and client relations.

### Details & Requirements

The successful candidate will have a minimum of 4 years related experience. He/she is an extremely organized individual with superb work ethic, excellent writing skills and an accountable, results-oriented business mindset.

He/she will work closely with staff providing sales activity coordination of the Toronto studio. Responsibilities will include (but not be limited to) engaging existing and potential clients through sales activities and marketing program implementation, proposal writing, lead intelligence analysis, capture and reporting; and ongoing opportunity tracking. Further to this, the successful candidate will be expected to respond to, and meet with, potential clients to discuss signage and wayfinding opportunities.

We are seeking an dynamic individual with an entrepreneurial spirit, who will take pride in all aspects of their role, is very approachable, professional and has excellent computer skills.

### About Cygnus

Founded in 1979 and employing 60+ people in 4 offices throughout Canada, Cygnus is an innovative, multi-disciplinary design practice, specializing in wayfinding, environmental graphic design and signage. We create solutions that help people understand and enjoy public spaces.

Online: [www.cygnusgroup.ca](http://www.cygnusgroup.ca)

### APPLY:

- Apply in person or by email  
303, 145 Front Street East, or  
[toronto@cygnusgroup.ca](mailto:toronto@cygnusgroup.ca)
- Direct your application to the  
attention of Ms. Lauren Connor.
- Include: (1) Cover Letter (2)  
Resume (3) References
- Preferred file format: PDF