



NEW CAREER OPPORTUNITY

Build your career with Kraken Robotics.
Make a difference to others.

If innovation drives you, and you want a career that makes a difference to the world, helping humanity overcome the challenges in our oceans – safely, efficiently, and sustainably – then come join us at Kraken Robotics.

www.krakenrobotics.com

Sales and Marketing Administrator

Based at Kraken Robotics Newfoundland, Canada.
Full-Time – Permanent | Job Reference: KRSI-2024-35

Kraken Robotic Systems Inc. is a marine technology company engaged in the design and development of advanced sensors, software, and underwater robotics for Unmanned Maritime Vehicles used in military and commercial applications. www.krakenrobotics.com

ROLES AND RESPONSIBILITIES

Kraken is seeking a Sales and Marketing Administrator, reporting to the Director of Global Marketing, to assist our Marketing and Business Development teams. The successful candidate will be highly organized with the ability to juggle multiple priorities at once. This is an entry-level position and a great opportunity for someone interested in growing their knowledge of sales and marketing at a rapidly growing organization.

We are a diverse sales and marketing team operating across four time zones. This position will operate out of our headquarters in Mount Pearl, Newfoundland as the sales and marketing point of contact on site.

Administrative Tasks:

- Assist with purchases (promo items, tradeshow items, conference registrations, membership fees, etc.)
- Complete expense reports
- Complete online research projects (new promo items, competitive research, etc.)
- Coordinate and schedule meetings, including securing space and catering if required
- Take meeting minutes/actions
- Update task lists
- Secure hotel room blocks for large events
- Complete shipping paperwork and coordinate shipments with supply chain
- Assist with local event logistics
- Maintain inventory of promo items in Mount Pearl
- Complete data entry/tracking projects as assigned
- Track budgets
- Maintain an accurate and detailed master calendar
- Review and edit documents for proper grammar
- Organize and track charitable requests



Marketing Tasks:

- Assist in the development and refinement of marketing collateral including PowerPoint presentations, Word documents, flyers, and data sheets
- Add metadata to image gallery
- Take photos on site
- Support local tradeshow; travel for tradeshow/events possible, but not required
- Coordinate with local vendors on interior graphics and branding updates
- Assist with social media posts/draft social media copy
- Update marketing intranet page in SharePoint

Sales Tasks:

- Maintain Customer Relationship Management (CRM) system database
- Enter sales contacts and opportunities in CRM system
- Assist with quote development
- Extract and submit monthly reports from CRM
- Assist in production of sales tools and materials
- Oversee sales inbox, ensuring opportunities are directed to BD leads
- Provide administrative support to the BD team as needed
- Other duties may be assigned

QUALIFICATIONS AND EXPERIENCE

- **Education:** A minimum of an associates (2-year) degree or equivalent education and work experience
- **Communication Skills:** Exceptional proficiency in English, both verbal and written
- **Initiative and Problem-Solving:** Self starter with a proactive approach and willingness to tackle challenge
- **Technical Expertise:** Strong skills in Microsoft Outlook, PowerPoint, and Word
- **Organizational Abilities:** Highly organized and detail-orientated
- **Prioritization and Multitasking:** Proven ability to manage multiple priorities and tasks efficiently
- **Work Environment Flexibility:** Willingness to work fully in-person or in a hybrid model, with a minimum of three days a week in the office.
- **Time Management:** Effective at juggling tasks and managing time, with strong prioritization skills.

Preferred Skills

- College degree in marketing, sales, or business
- An interest in growing into a sales or marketing role
- Photography and/or graphic design experience
- Experience working with a CRM system

TO APPLY: Email your latest CV, stating job reference KRSI-2024-35 to: careers@krakenrobotics.com

Why come work at Kraken Robotics...



Want to apply your skills, knowledge and expertise to push the boundaries of underwater intelligence – which help governments defend and make our oceans safe, or ensure critical offshore energy and communications infrastructure is installed and maintained efficiently? If innovation drives you, and you want a career that makes a difference, helping humanity overcome the challenges in our oceans – safely, efficiently, and sustainably – then come join us at Kraken Robotics.

Kraken Robotics offers a unique career opportunity to work with an internationally recognized leader in ocean technology that is harnessing our world class talent to provide superior subsea solutions for global security, environmental, and scientific challenges. Our highly talented team design and manufacture technology platforms for NATO navies and commercial clients throughout the world and provide acoustic 3D Synthetic Aperture Sonar (SAS) data solutions and imaging in the offshore energy sector with increasing focus on offshore renewables.

Kraken offers an attractive and competitive compensation package designed to reward our team for a job well done. With locations around the world, we support remote working packages and encourage professional and cultural collaborations. Kraken is an equal opportunity employer focused on promoting diversity, equity, and inclusion and we value the diversity of our team that contributes to our company growth and development.

To find out more about Kraken Robotics, and discover other exciting career opportunities, visit our website, or follow us on social media:

<https://krakenrobotics.com/about/careers/>

