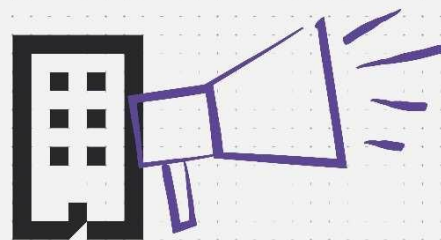




Career Opportunities



Job Description

Job Title:	Channel Marketing Coordinator
Division:	Kyocera Document Solutions Canada
Department:	Marketing
Location:	Mississauga, Ontario
Status:	Permanent, Full-time
Reporting to:	Director, Marketing
Revised:	November 2025

About the Company

When you join Kyocera Document Solutions Canada, Ltd., you are joining an organization that is deeply rooted in the Philosophy of “doing what is right as a human being”. Through this Philosophy, our employees are passionate about providing best in class customer service through efficiency, accountability, and a sense of urgency all while putting knowledge to work to drive change.

The chance to do something meaningful, to challenge yourself, to be a part of change in an industry, to influence change that does not come around every day. If you are a passionate individual who is driven by the challenge of building a key growth area from the ground floor Kyocera Document Solutions Canada, Ltd. is the right company for you. Be an agent of change and a driver of growth across the organization.

About the Role

As the Channel Marketing Coordinator, you will be joining the marketing team, and you will be directly engaged with the support and activation of the Kyocera field and channel marketing programs. Your energy, creativity, and insightfulness will stimulate growth across Kyocera’s thriving dealer community.

Activating the Kyocera voice and providing critical, insightful, real-time information to our dealer community is just the beginning of the journey. By gathering, interpreting, and analyzing the Voice of Customer (VOC) and Voice of Field (VOF) data, you will provide vital insight into the development of the Kyocera programs and influencing the product & solutions development cycles. This person should be a technically strong communicator through both written and spoken mediums. You will be managing our dealer partner programs and leading the development of new programs that will drive organizational business results based on business strategic direction. We are searching for a creative problem solver that can collaborate across the marketing team, and bring our marketing offerings to

life. This job involves management of both short- and long-term initiatives that inspire, educate, generate activity, and support channel retention and growth.

Not only are you integral to the growth of Kyocera, but also our entire dealer channel. How often do you have the opportunity to influence the growth of hundreds of businesses? You also will be part of change in an industry, to influence change doesn't come around every day.

Major Duties and Responsibilities.

- + Partner Program Coordination:
 - Manage, evaluate, and communicate progress of marketing programs within Partner Programs.
 - Oversee Partner Relationship Management (PRM) systems and utilize technology resources for Market Development Funds (MDF), reward programs, and direct branch initiatives.
 - Develop and deliver presentations for internal teams and dealer networks.
- + Campaign Coordination:
 - Collaborate with the demand generation team to plan, execute, and monitor marketing campaigns that support customer-centric initiatives.
- + Project & Budget Management:
 - Use project management platforms to track initiatives and manage budgets effectively.
- + Reporting & Analysis:
 - Prepare detailed reports on program performance for technology partners, demand generation teams, and senior management.
- + Cross-Functional Collaboration:
 - Work closely with digital, content, events teams, and external agencies to ensure seamless execution.
- + Voice of the Customer:
 - Collect and analyze dealer feedback to refine program offerings and improve customer experience.
- + Event Support:
 - Assist with event planning, including pre- and post-event communications, content development, and logistics.
- + Field Feedback:
 - Gather insights from direct branch locations on product fit, feature benefits, and customer satisfaction.

Qualifications

Required:

- + 2–3 years of proven experience in Marketing or Sales within both B2B and B2C environments.
- + Strong project management skills.
- + Experience with web-based platforms (e.g., Monday.com), channel management, and PRM systems.
- + Proficiency in Microsoft Office Suite, including advanced Excel skills (pivot tables, data analysis, reporting).
- + Ability to create and deliver compelling presentations to internal and external stakeholders.
- + Creative, organized, and able to work independently with minimal supervision.
- + Skilled at managing multiple projects in fast-paced environments.
- + Excellent written and verbal communication skills.

Preferred:

- + Degree or diploma in Marketing, Business Administration, Digital Marketing, Communications, or related field.
- + Experience with creative and digital tools (e.g., Canva, Mailchimp).
- + Customer service or sales experience.
- + Bilingual (French) is an asset.

Interested applicants can send resumes to: kdcahr@dca.kyocera.com

We look forward to hearing from you!

Note

This is a general description of the duties and responsibilities most frequently required of this position. The company may from time-to-time request that the incumbent perform other related tasks and assume reasonable responsibilities that have not been specifically included in this description.

