

Job Posting:175542 - Position: S26 Product Marketing Coordinator Intern (May 2026 - 12 months) 175542B E1

Co-op Work Term Posted:	2026 - Summer
App Deadline	12/10/2025 09:00 AM
Application Method:	Through Employer Website
Posting Goes Live:	11/26/2025 12:11 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	SOTI Inc.
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Summer
 Job Title 	S26 Product Marketing Coordinator Intern (May 2026 - 12 months) 175542B E1
Position Type	Co-op Position
Job Location	Mississauga, ON
Country	Canada
Duration	12 months
Work Mode	Hybrid
Salary Currency	CAD
Salary	Salary Not Available, 0 Major List

Job Description

Job Title: Product Marketing Coordinator (Intern)

Location: Mississauga, Ontario, Canada

Work Model: Hybrid

It all started with a classic story about one developer's vision. In 1995, Carl Rodrigues, President and CEO of SOTI, has developed solutions for managing mobile device screens from a desktop. An innovation that has put him ahead in what is now one of the largest growing markets - Enterprise Mobility Management (EMM). Today, more than 17,000 enterprise customers around the world depend on us to secure, manage, and support their mobile operations, with millions of devices managed worldwide. SOTI's two decades of success has built strong partnerships with leading mobile platform providers and device manufacturers. We are deeply committed to researching and developing solutions that address today's toughest mobility challenges. We strive to go where nobody has gone before.

What's in it for you?

The People - From our humble origins in our founder's basement to our industry-leading position today, SOTI has worked hard to foster a company culture that we can all believe in. A culture that emphasizes personal growth, continuous innovation and fun.

The Growth - Our environment fosters new ideas, fresh perspectives, and the ability to take them over the goal line. SOTI is a fast-paced environment with a global reach that encourages you to make your mark and be part of something big!

The Technology - You'll get the chance to take on complex and interesting projects, as part of highly collaborative and agile teams. You will work alongside SOTI's partners which include leading tech giants that will keep you on the cusp of emerging technologies.

What You'll Do

Project Coordination and Execution

- Responsible for coordinating product marketing team projects including: content reviews, asset builds, asset updates, calendars, etc.
- Responsible for coordinating the sponsorships for SOTI events and reporting on status to keep both internal and external stakeholders up to date.
- In a high-demand position with frequently changing priorities, you will be able to prioritize multiple functions while ensuring timely delivery of all tasks, triaging multiple requirements and client revisions

Departmental Support

- Process internal marketing requests to support the wider business, leveraging corporate tools, technologies and procedures
Examples include: (Salesforce, Workday, ClickUp, Microsoft 365, etc.).
- Project Management - creating project plans from scratch or from a template and updating to the needs of the request of the client/project team, updating as the project progresses, following up on tasks, helping to mitigate issues and ensure timelines are met, inputting project briefs and summaries, providing project updates and reporting to stakeholders and clients, meeting notes and action planning from team meetings
- Content Management - maintaining accurate filing and version controls, updating and replacing files to ensure latest assets/materials available for self-service
- Reporting and Procedures - Producing monthly/quarterly reporting on department objectives/KPIs, with an eye for summarizing data with actionable insights
- Expense procedures - inputting Purchase Requisitions, submitting for approvals, communicating and following up on Purchase Orders internally and externally with vendors

Administrative

- Provide on-site support to any communications events
- As required, support the preparation and distribution of communications materials by proofreading, editing, and posting new materials to support a variety of activities. This may include assisting and actively engaging with our SharePoint sites that support the department and the entire company
- Attend meetings with members of the Corporate Marketing team and stakeholders to take actions, scribe meeting minutes in a project tool/planner
- Look for process improvements while assisting with day-to-day operational workflow and suggest/implement processes and improvements

What You'll Learn

- Strategies and tactics that will help build experience in marketing
- Exposure to all areas and facets of marketing from across the world
- Experience in B2B marketing within the tech industry
- Independence, autonomy and confidence to claim parts of, or even whole, projects as your own
- How to project manage, follow-up and work with fellow team members to ensure successful execution of campaigns
- A client-focused approach that always strives to exceed expectations in a rapidly growing company
- The opportunity to focus on building experience and new skills by working alongside all marketing disciplines
- Hands-on experience with the latest tools and technologies such as Salesforce.com, Workday, ClickUp, Microsoft (Office) 365 and much more

Job Requirements

Qualifications

- Currently enrolled in one of the following disciplines: Business, Marketing, Project Management from an accredited institution.
- Technology industry knowledge is an asset
- Ability to manage multiple projects concurrently in a fast-paced environment
- Excellent written and verbal communication skills, attention to detail essential
- High level of organization, research, analysis, problem solving, customer service and planning skills
- Ability to work effectively in a changing and often high-pressure environment
- A self-starter that can multi-task and constantly prioritize on the fly

- Motivated, energetic team player who thrives in a dynamic and evolving environment
- Strong project management skills with ability to supervise multiple congruent projects
- Strong judgment and the ability to respond quickly, yet thoughtfully, to urgent matters

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Special Application Instructions

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website.

Application Link: https://soti.wd3.myworkdayjobs.com/en-US/SOTI-Next-Gen/job/Mississauga-Canada--Meadowvale-Office-HQ/Product-Marketing-Coordinator-Intern--May-2026---12-months-_R09465

Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received.

Students should submit their applications as soon as they are ready.