

## Job Posting: 176958 - Position: S26 Portal Content and Data Administrator Co-op 176958

**Co-op Work Term Posted:** 2026 - Summer  
**App Deadline** 01/20/2026 09:00 AM  
**Application Method:** Through UBC Science Co-op  
**Posting Goes Live:** 01/12/2026 02:49 PM  
**Job Posting Status:** Approved

### ORGANIZATION INFORMATION

**Organization** Samsung  
**Country** Canada

### JOB POSTING INFORMATION

**Placement Term** 2026 - Summer  
**<b> Job Title <b>** S26 Portal Content and Data Administrator Co-op 176958  
**Position Type** Co-op Position  
**Job Location** Vancouver, BC  
**Country** Canada  
**Duration** 8 months  
**Work Mode** Hybrid  
**Salary Currency** CAD  
**Salary** Salary Not Available, 0 Major List  
**Salary Range \$** \$20-\$27/hr

### Job Description Portal Content & Data Administrator Co-op

Location: Vancouver, British Columbia

Inspire the World, Create the Future

Do you believe in the power of technology to help shape a brighter future and a stronger global community? Are you inspired by the possibilities? Are innovation, camaraderie, and the pursuit of excellence part of your innate drive? Then you've got what it takes to succeed at Samsung.

Samsung Research & Development Canada is looking for a driven individual with a passion for data, communication, and problem solving. You're our next Portal Content & Data Administrator Co-op if you enjoy organizing data, creating and adding to reports to show business impact, and making people's lives better by solving technical issues.

#### The Ideal Candidate Will

- Have a portfolio to showcase data projects, reports, or related work.
  - Have experience working with data tools such as Google Analytics, Google Search Console, email marketing tools, Semrush, Excel, or others.
  - Enjoy finding solutions to complex challenges in a fast-paced environment.
  - Ability to present key data confidently and concisely to leadership stakeholders.
  - Have the ability to analyze both micro and macro interactions within a global portal, coupled with a proactive mindset towards problem-solving and process improvement.

#### The Work Includes

- Supporting the portal and content teams for Samsung's B2B portals, [samsungknox.com](https://samsungknox.com), and [partner.samsungknox.com](https://partner.samsungknox.com).
  - Helping content writers by publishing new content to the portals, such as blogs, case studies, and newsletters.

- Reviewing and updating existing content for product accuracy.
- Creating and updating reoccurring slide decks and reports to communicate marketing data to key stakeholders.
- Troubleshooting and resolve any portal issues escalated by internal stakeholders and customers.
- Collaborating with product teams on reviewing new admin features and recommending new process improvements.
- Validating and approve new global enterprise partners.
- Any additional work requested by the Portal Content and Marketing teams.

**Additional Information:**

- \$20-\$27/hr (Co-Op pay will be determined based on a number of factors and may vary depending on job-related knowledge, completed study terms, relevant skills, and experience)
- 8 months (May-December)
- Hybrid (Monday-Thursday in office and WFH on Friday)
- Office is located in Vancouver
- Interviews will be 30-45 minutes with selected candidates

Samsung is an equal opportunity employer. We thank you for your interest in working for Samsung. Only candidates selected for an interview will be contacted.

## Job Requirements

**What You Bring**

- Pursuing a degree in a data-related or marketing-data-related discipline.
- Excellent oral and written communication skills.
- Ability to work independently, demonstrating strong multi-tasking and organizational skills in a fast-paced and dynamic environment.
- Experience with content management systems, such as Wordpress and KeystoneJS.
- Experience with data tools such as Google Analytics, Google Looker, Google Search Console, Semrush, Excel, or others.
- Previous experience interfacing with customers.
- Working knowledge of HTML, CSS, and Javascript.
- Project management experience.

**Additional Opportunities**

- Mentorship from award-winning global teams.
- Collaborating at the forefront of research and development at the global level.

**Citizenship Requirement**                      N/A

## APPLICATION INFORMATION

<b>Application Procedure</b>	Through UBC Science Co-op
<b>Cover Letter Required?</b>	Yes
<b>Address Cover Letter to</b>	Hiring Manager