



Marketing Assistant

Montreal - Contract - 744000071323615

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As a Marketing Assistant, you will support the execution and coordination of Direct-to-Player (D2P) marketing campaigns for Ubisoft+ and the Ubisoft Store. Your role will focus on project tracking, asset coordination, and cross-functional communication to ensure the smooth and timely delivery of marketing initiatives. You'll work closely with internal teams to provide essential logistical and administrative support to the D2P Marketing team.

What you'll do

- Track timelines, deliverables, and milestones for multi-channel marketing campaigns.
- Assist in preparing and distributing campaign briefs, recaps, and status updates.
- Coordinate with internal teams (CRM, Paid Media, Social, Connect) to gather inputs and follow up on deliverables.
- Ensure asset briefs are clearly structured and aligned with internal team requirements.
- Assist in consolidating campaign performance data and preparing reporting decks.
- Document key learnings and contribute to post-mortem summaries.
- Schedule and organize team meetings, take meeting notes, and track action items.
- Maintain and update project management tools (e.g., Jira, Confluence) and campaign trackers.
- Timely completion of assigned tasks and deliverables.
- Accuracy and completeness of asset documentation and campaign trackers.
- Quality and clarity of internal coordination and communication.
- Contribution to campaign reporting and documentation.

What you'll bring to the team

- Strong organizational and time management skills.
- High attention to detail and ability to follow through on tasks.
- Basic understanding of digital marketing and campaign workflows.
- Proficiency in Microsoft Office Suite.
- Familiarity with project management tools (e.g., Jira, Confluence) is a plus.
- Excellent written and verbal communication skills in French and English

Ubisoft's 19,000 team members, working across more than 30 countries around the world, are bound by a common mission: enrich players' lives with original and memorable gaming experiences.

Their commitment and talent have brought to life many acclaimed franchises such as Assassin's Creed, Far Cry, Watch Dogs, Just Dance, Rainbow Six, and many more to come.

Ubisoft is an equal opportunity employer that believes diverse backgrounds and perspectives are key to creating worlds where both players and teams can thrive and express themselves.

When you join Ubi MTL, you discover a workplace that sparks inspiration and connection. We offer a collaborative space that provides career advancement, a host of learning opportunities, and meaningful benefits centred on well-being.

If you are excited about solving game-changing challenges, harnessing cutting-edge technologies, and pushing the boundaries of entertainment, we invite you to join us on our journey and help us create the unknown.

At Ubisoft, you can come as you are. We embrace diversity in all its forms. We're committed to fostering a work environment that is inclusive and respectful of all differences.