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# Example of Activation Coordinator Job Description

Our company is hiring for an activation coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for activation coordinator

* Process ORMOD / ORCAN requests
* Process cutovers
* Work with the Manager, Promotions on the season promotional plan in order to hit attendance and ticketing revenue
* Assist in the organization of all logistics related to giveaways
* Handle and deliver client entertainment requests with professionalism displayed at all times (i.e., will-call tickets for clients, deliveries of materials to clients, meeting preparations)
* Participate in the development of compelling partnership programs for new business prospects and current partners
* Manage the internal communications informing the business of the Brands activity in the market
* Develop relationships with sponsors and contract research organizations (CROs), which provide potential studies
* Maintain a database of potential pharmaceutical and CRO relationships
* Market SCRI services and capabilities to pharmaceutical companies, CROs and within industry network

## Qualifications for activation coordinator

* Ideally with proven Start Up experience in the management of clinical trials and/or staff in a global/multi-regional environment
* Familiarity with the creative process of developing and communicating new ideas
* Filtering all submitted projects subject to IOC guidelines
* Business school diploma or University degree
* Fluency in both English and French is required
* Candidate must be extremely well organized and rigorous (attention to detail) to manage incoming flow of submissions from all Media Clients