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# Example of Activity Manager Job Description

Our innovative and growing company is hiring for an activity manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for activity manager

* Participate in developing the tracking tools required for completing assignments, projects, activities
* Promote, support and lead activities aimed at promoting engagement and culture among Cirque employees
* Carry out all related tasks (attend all types of events, celebrations and festivities and, when there are none, create social events)
* Securing the use of the store layout as a commercial tool to plan and implement commercial strategies throughout the store while creating a good overview and strong visual impact
* Develop, maintain and own the total customer activation plan detailing shopper and category activations by channel, customer and brand
* Align internal stakeholders to objectives for each activity
* Manage and report on TME expenditure for all shopper and category activation
* Develop the plan and materials in support for all nationally supported (generic) activations – prioritising channels/environments as per the KPI’s/objectives set
* Track and report on the progress of the agreed plan with recommended course corrections as required
* Evaluate all key shopper activity and recycle those learnings to inform future shopper activity

## Qualifications for activity manager

* Basic understanding of DoD Contract Security Classification Specification (DD-254)
* A higher education in visual merchandising or industrial design and a solid background of working as a visual merchandiser
* A deep passion, curiosity, and understanding for home furnishings and people’s everyday life at home
* Contribute to development and implementation of purchasing strategies within the Services and Goods category
* Bachelor’s degree from accredited college or university in Civil Engineering, Geology or equivalent required
* Develop shopper propositions based on insights that support the activation of brand and the category strategies