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# Example of Brand Marketing Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of brand marketing 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 brand marketing coordinator

* Coordinate details of hotel-level activation of key initiatives such as movie partnerships
* Manage the team budget and monthly reporting
* Provide deadline-driven support for weekly and monthly communications and reporting
* Create and develop visual presentations for the Brand Marketing team
* Support hotels and other teams in the use of marketing tools, including HiltonART/MarKIT
* Assist in providing brand approval of submitted collateral and artwork
* Work independently or with a team on special and/or recurring department projects, such as annual brand strategy plans
* Provide logistical support for brand events, including meeting coordination and event planning
* Maintain the Brand Marketing pages of the intranet site
* Participate in Marketing team and agency strategy sessions

## Qualifications for brand marketing coordinator

* Large brand or event experience is preferred
* Fully Bilingual (Spanish-English), Portuguese is a plus
* Availability to travel for business purposes and to work on weekends as needed
* Provide minor administrative assistance for the department Senior Director and Senior Manager including, some travel arrangements, meeting coordination, preparing expense reports and assisting with tasks as directed
* Detail-oriented and highly organized self-starter
* A healthy appreciation of the role sports play in pop culture