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# Example of Coordinator, Marketing Job Description

Our company is searching for experienced candidates for the position of coordinator, marketing. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for coordinator, marketing

* Write creative briefs for all necessary tactics
* Track important deadlines and materials for promotions (marketing collateral, promotional giveaways)
* Direct mailshots
* Company newsletter
* Distribution of all promotional literature (internally and externally)
* Fielding queries from the company website
* Company Facebook page company website updates
* Maintain the marketing budget
* Liaise with external suppliers for sponsorship
* Co-ordinate, organise and manage all trade show activity

## Qualifications for coordinator, marketing

* 2 years experience in International Company
* Desirable experience in Marketing
* Customer focused with a professional approach
* Ability to work within a global matrix structure and team player
* 3+ years of project coordination experience including experience with Project Management Software
* Confident and proficient working within financial reporting tools