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# Example of Global Marketing Coordinator Job Description

Our company is hiring for a global 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 global marketing coordinator

* Provide backup to team when on vacation or out of office and redirect when needed
* Assist in on-boarding and orienting new employees joining the team
* Maintain and update central team files such as organization charts, vacation schedules, contact lists and other team-related files
* Maintain department budget and invoice processing
* Plan and execute the global weekly sampling calendar
* Manage production of all printed collateral
* Assist Marketing Manager with brand management, including attending meetings and follow ups
* Partner with marketing, wholesale and international teams to brainstorm, develop and execute seasonal campaigns to support partners with tactics including direct mail, advertising, social media, digital marketing, events
* Manage creative requests, track and deliver assets on time to partners
* Help to manage global brand awareness study other research initiatives

## Qualifications for global marketing coordinator

* Highly computer literate, preferably with knowledge of retail back office systems
* Proven ability to see a task through to the end
* Manage all brand marketing materials, including brand presentations, video, brand guidelines, marketing cheat sheet, monthly BOD statements
* Developing new and nurture existing relationships with key business partners wholesale partners, Franchise partners, hotels, charities in order to support the business
* Management of Marketing Graduate Trainee to ensure day-to-day tasks integral to the marketing department are completed
* Normal Office Environment – may occasionally lift and/or move up to 25 pounds