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# Example of International Marketing Coordinator Job Description

Our company is searching for experienced candidates for the position of international marketing coordinator. 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 international marketing coordinator

* Process expenses for SVP Media and VP Partnerships
* Process payments for Media and Partnerships departments
* Create presentations for pitching and territory meetings/conferences
* International travel arrangements for SVP Media and VP Partnerships
* Ensure Syfy brand guidelines are respected on-air and off-air and are supportive of the US brand vision
* Support integrated campaigns with key internal stakeholders – Digital/Social, PR, Creative to ensure campaign message is consistently delivered with impact to our demographic
* Supports the team in the acquisition and dissemination of marketing assets to the global marketing team
* Assists with creation of sales marketing presentations and post-campaign summary reports
* Works cross functionally and builds relationships with internal and external teams
* Compile agendas and circulate notes for departmental meetings

## Qualifications for international marketing coordinator

* Support with the execution of Global promotional campaigns (i.e., McDonalds, Nestle Cereals, Nokia)
* Manage A/P systems, New Vendor Requests, P.O.’s, budget charts, for the department
* Coordinating event planning, conference schedules, pitch meetings during large conventions
* Perform administrative duties, including maintenance of vendor contracts & invoices, meeting scheduling, coordinating shipping & logistics, and materials routing
* Prepare written materials as needed including some marketing copy, reports, presentations
* Assist in crafting creative briefs and presentation decks, flowcharts, status documents