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# Example of International Marketing Coordinator Job Description

Our company is growing rapidly and is hiring for an 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

* Maintain and manage internal global asset library, request process and archiving system
* Provide photo asset support for all teams requesting assistance
* Work with internal teams to obtain video, images, program descriptions, for the fulfillment of vendor managed projects and sales requests
* Maintain communication with all lines of business providing prompt and accurate solutions to requests for information or assets
* Assist in execution of marketing and press plan activities including trade ad placements, event materials
* May coordinate with external agencies and internal production teams for the development of creative
* May coordinate schedules and deliverables from production companies & agencies, monitor quality and maintain log of what has been received
* May assist in the coordination of events as it relates to asset support (posters, banners, brochures, video and digital assets) and shipping event materials
* Make sure that our website and marketing materials are consistent through all 13 languages
* Ensure the terminology across website and other marketing materials for all languages sparkles!

## Qualifications for international marketing coordinator

* Working knowledge of production file specs, sizes and formats a plus
* Brand and entertainment experience a plus
* Thorough understanding of social platforms, including posting best-practices, mastery of Analytics/Insights tools
* Must be “fluent” with technology / avid user of mobile and computers
* Given time differences, off hours work is to be expected
* Must be available during standard business hours 9 to 6