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# Example of Junior Executive Job Description

Our innovative and growing company is looking to fill the role of junior executive. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for junior executive

* Supporting the digital marketing strategy using a variety of media, channels and tools
* Creating and delivering customer communications to help meet key product and services campaign targets
* Assisting with campaign management including analysing the impact of activity
* Gathering and evaluating competitor activity and creating reports for internal teams
* Actively market inventory fuels and lubricants to a local and global customer base
* Assist in operational/logistic support where needed
* Securing flow of information in the Trade systems such as new competitors, new suppliers, new outlet types, new key accounts, new territories
* Partner with manager to create customized outreach and marketing plans for assigned territories
* Keep complete and accurate CRM log
* Sales and account planning for the assigned accounts

## Qualifications for junior executive

* Flexible writing skills to adapt projects to different customer segments and global territories
* IT skills including Word, Excel, PowerPoint
* An understanding of or keen interest in commodity market dynamics and the maritime industry
* A resilient and tenacious character
* A willingness and desire to learn and apply new skills, working as part of a dynamic team in a fast-paced trading environment
* Ability to juggle multiple priorities in a fast-paced environment while managing tight deadlines