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# Example of Local Manager Job Description

Our company is looking for a local manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for local manager

* Assist the overall Integration Programme Manager in preparing reports and presentations for the Steering Committee
* Monitor costs spent against budget and provide support with synergy tracking
* Establish and maintain strong working relationships with internal stakeholders
* Plan and activate local communications agenda according to the key market’s needs in coordination with global interfaces
* Align and support overall regional comms plans
* Track and analyze key market(s) editorial agendas and opportunities
* Drive local communications activation and act as single point of contact for any local communications related matters
* Build and manage key market(s) media relations & PR / outreach
* Lead on key market(s) specific media measurement
* Manage the local PR agency

## Qualifications for local manager

* Ability to set strategy and tactically execute the sales strategy
* Should be assertive, high energy, independent, self-motivated, results oriented and possess a strong sense of urgency
* Responsible for exceeding performance expectations including market share for spot radio, and digital media
* Must possess strong time management and organizational skills and must be able to work in a fast paced, high-pressured, evolving environment
* A minimum 3 years of sales management experience in a major market with a proven track record in share and revenue growth preferred
* Local television station experience a plus