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# Example of Marketing Communications Executive Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of marketing communications executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for marketing communications executive

* Purchase Order (PO) management for the Marketing and Communications department
* Read and analyze incoming memos, letters, and reports to determine their significance and plan their distribution
* Open, sort, and distribute incoming correspondence, including faxes, email and postal mail
* Complete expense reports and check expenses prior to being sent for approval and maintain the upkeep of the forecasted travel budgets
* Make travel arrangements for SVP of Marketing and Communications and VP of PR
* Maintain department’s organization charts, phone lists, and weekly movement
* Regularly handle critical and highly sensitive and confidential matters
* Other responsibilities including special projects as required to increase the professional effectiveness and efficiency of the SVP of Marketing and Communications
* Developing and executing a strategic marketing and communications plan that promotes a consistent, compelling brand and message to prospective and current students and their parents, alumni, faculty and staff, funders, and civic partners
* Copy writing, proofreading, and translation for Web campaign, mail magazine, press release, ad and creative collateral

## Qualifications for marketing communications executive

* Knowledge of Photoshop, InDesign and video editing will be an advantage
* Ideally with a university degree or diploma in Communications
* Minimum 2 years work experience as Communications Executive or Coordinator
* Knowledge of Arabic language is a requirement
* Advanced degree in Marketing, Communications or other related business discipline
* Minimum 10 years experience in marketing and/or communication