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# Example of Marketing Operations, Associate Job Description

Our growing company is looking to fill the role of marketing operations, associate. 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 marketing operations, associate

* Liaise between vendors, brands, and producers to project manage implementations
* Report on the performance on integrations to suggest course corrections if needed
* Package all elements of integrations into rollout plans (consolidating costs, timelines, requirements for ease of socializing amongst potential new brands and markets)
* Socialize chosen vendors & technologies with rollout brands when applicable
* Assist in prioritization of marketing technology roadmap
* Enabling/Disabling access for marketing tools & platforms for global users
* Create and maintain a vendor matrix across brands
* Partake in discussions on SEO, participate in task force
* Teardown analysis of previous seasons, ABC analysis, range architecture, sample budgets
* Coordination for internal handover meetings

## Qualifications for marketing operations, associate

* Past experience with email service providers and marketing automation platforms highly desired
* Working knowledge of investment management industry
* Superior proofing skills
* Ability to focus on small details while maintaining larger picture
* Bachelor's degree required in business, operations or a quantitative field, A proven track record of business development
* High motivation, outstanding work ethic, maturity and personal initiative