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# Example of Marketing Operations Coordinator Job Description

Our growing company is hiring for a marketing operations coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for marketing operations coordinator

* Portfolio Sales – Prepare complex pricing analysis for portfolio sales and assure accurate portfolio sale to buyer / investor
* Accounting – Preparation, reconciliation / balancing, and administration of daily, quarterly, and month end / year end reporting
* In partnership with other MOCs, take on responsibility for monitoring and replying to Sports Inbox requests from clients
* Keep current on industry knowledge by participating in educational opportunities
* Assisting the Marketing/PR Finance Specialist with the P2P cycle for all marketing and PR campaigns across EMEA
* Liaising with the Marketing and PR teams to understand the campaigns being expensed by our vendors and the timeline in which they happen
* Setting-up purchase orders (PO’s) in our accounting system for the EMEA marketing production team
* Ensuring appropriate classification of expenses to enable financial reporting and analysis
* Owning non PO processes for the EMEA Originals Publicity Team (setting up a lock box for EMEA, processing non PO invoices, PEAK Travel)
* Owning the setup of new EMEA vendors (creating vendor add requests in Memento and working with the AP team to ensure timely set ups)

## Qualifications for marketing operations coordinator

* Familiarity with content management systems, Photoshop or similar image manipulation software is a plus
* Minimum of 2 years’ experience in a production environment and strong understanding of technical process for television editing
* Bachelor’s degree (all fields of study will be considered)
* 6+ months of marketing experience
* Strong analytical, accounting, and organizational skills
* Have a Bachelor Degree