Downloaded from <https://www.velvetjobs.com/job-descriptions/marketing-operations-coordinator>

# Example of Marketing Operations Coordinator Job Description

Our company is hiring for a marketing operations coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for marketing operations coordinator

* Assisting the Marketing/PR Finance Specialist with the weekly PO uploads
* Assisting AP with queries on payments/PO’s
* Work closely with the Director of Production, Writer/Producers and Preditors and vendors to oversee, manage and coordinate all video content projects going through the department, numerous video spots that could run on air, online, , off air campaigns, comp reels and various other Marketing deliverables
* Regularly review broadcast programming schedule for E!
* Oversee project QC before final delivery
* Maintain daily Ship Lists listing all spots for delivery everyday
* Working with the Director of Production making sure all Restrictions (music, footage, ) are communicated (and indicated in Interplay) to the Post Production Team, Predators, W/P, 3rd Party vendors and any other group that needs to know
* Own and support all pre-launch and post-launch display media trafficking responsibilities and inquiries
* Continually monitor digital media campaigns to ensure scheduled delivery and performance
* Work closely with publishers/media networks to troubleshoot and resolve issues related to ad trafficking

## Qualifications for marketing operations coordinator

* Detail oriented - booking expenses accurately
* Strong communication skills - ability to cultivate strong cross-functional relationships and communicate effectively with team members and business partners
* Ability to work creatively in a fast-paced environment and to maintain demanding timelines
* Understanding of applicable clinical research regulatory requirements
* Strong software and computer skills, including MS Office Suite applications
* Bachelor’s degree - preferred plus work experience in related field