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# Example of Marketing Supervisor Job Description

Our company is searching for experienced candidates for the position of marketing supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for marketing supervisor

* Coordinate with Stakeholder Relationships team regarding external events
* Recommend, manage and maintain business development software systems for use with branding, marketing campaigns and other marketing and communication activities
* Manage the confirmation, reconciliation, settlement and financial summary of the physical and financial transactions by which Natural gas, Y-grade liquids, purity NGL’s and condensate are bought, sold, transported, stored and delivered
* Ensure timely & accurate payment to suppliers (transportation, gathering, processing, purchases)
* Ensure timely & accurate sales invoices are presented to external parties and the timely collection of cash
* Maintain open and aged marketing accounting AR & AP balances
* Provide the Production Revenue accounting team with a monthly sales distribution in order to process the current month revenue and provide the appropriate accounting to the partners & land owners through the revenue accounting system
* Workings very closely with the Supervisor of Production Revenue Accounting reconcile any volume or value variances that may occur between the two teams
* Provide a monthly Transportation and Marketing Income report to the planning and financial reporting teams
* Reconcile marketing sales and intercompany balances with related parties

## Qualifications for marketing supervisor

* Dependable, motivated, self-starter, with the ability to direct work efforts independently
* Strong business acumen and ability to thrive in a diverse and fast paced global structure
* 1 year of leadership, supervisory or management experience
* 2 years of experience managing local marketing efforts to include events, media campaigns and sponsorship activities
* Previous experience managing several national brands
* Great attitude, great ideas and a motivator