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# Example of Marketing Support Job Description

Our company is growing rapidly and is hiring for a marketing support. 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 support

* Process Workfront requests
* Run 3 weekly meetings
* Resizing and uploading photos to the company’s listing system (MLS) the ColdwellBankerHomes portal
* Input photo descriptions and listings into MLS and other internal company marketing sites
* Schedule staging and photography services for new listings
* Utilize Circlepix Platform to post listings to Craigslist
* Work directly with sellers to provide them the necessary marketing tools to advertise their listings (hyperlinks for listings, flyers, photos)
* Set-up Market Activity email for sellers via MLS
* Assist sales agents with creating shared cloud storage folders (Dropbox, Google Drive, One Drive, Box, ) for files and photo sharing
* Manage the set-up of weekly online Insights reports

## Qualifications for marketing support

* Superior attendance and punctuality
* Must maintain professional appearance at all times
* Experience is Sales Operations is preferred
* A minimum of 5 years in a field product application and or technical sales related experience with a thorough understanding of body shop and collision center operations with demonstrated technical application and resolution skills as relates to coatings and related application equipment
* Good computer (Microsoft Office) and project management skills required along with excellent interpersonal, influencing and communications skills (verbal, written, presentation, one-on-one)
* Must possess a high degree of professionalism and perpetuate PPG’s image due to extensive customer interaction (applicators, managers, owners) during field trials and market research interaction