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# Example of Regional Marketing Coordinator Job Description

Our company is hiring for a regional marketing coordinator. 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 regional marketing coordinator

* Manage on-site event activations including test drive tours and client acquisition programs
* Liaison between Marketing and Accounts Payable for vendor set up and payments needed
* Managing marketing material inventory across three different locations, manage shipment/logistics
* Equips SMs to successfully execute all scheduled events both in and out of studio
* Provide general marketing support to the Regional Marketing Director to the divisional marketing teams
* Full UK driving licence to attend exciting regional and local events
* Strong written communication skills, ability to brief senior leadership team, suppliers
* Creative and innovative with enthusiasm to be a brand ambassador
* Assists in compiling reports, data for special projects and requests from the field
* Gathers, tracks and analyzes competitive intelligence (creative, media, promotions)

## Qualifications for regional marketing coordinator

* 3+ years working within the marketing function
* Ability to effectively prioritize work and manage time in an environment requiring balance of responsiveness to multiple advisors
* Ability to complete assignments in a timely manner and work within a deadline-oriented environment
* Demonstrate a professional image, self-confidence and positive attitude
* Strong knowledge of professional services and processes
* Experience with cloud technology (SaaS, PaaS, IaaS)