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# Example of Sales Marketing Coordinator Job Description

Our innovative and growing company is hiring for a sales 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 sales marketing coordinator

* Update website for each new event
* Manage trade (non-revenue) ads
* Create promotional decks for sponsorship sales, including event recapsCoordinate charitable events coverage in Orange Coast
* Monthly “Seen” charity coverage, in conjunction with Publisher and Mktg
* Manage the charitable event calendar on orangecoast.com (with digital manager)
* Maintain and update the “OC Social Blog”
* Coordinate media sponsorships for our magazine Serve as local circulation coordinator
* New subscription opportunities
* Compile and audit contractor commissions, and verifications to ensure outside kiosk vendors are paid accurately and on time
* Produce original still graphics for website, print and other client needs

## Qualifications for sales marketing coordinator

* Passionate and knowledgeable of Sports
* Must have excellent oral and writing skills
* Must be creative, organized, detail orientated and able to handle multiple tasks simultaneously within a fast-paced environment with constantly changing deadlines
* Ability to sit for prolonged period of time and view computer screen
* Minimum of 1 year of marketing experience
* Knowledge or experience with the television production process a plus