



Example of Junior Manager Job Description

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Our growing company is searching for experienced candidates for the position of junior manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for junior manager

- Responsible for the mentoring and development of a Marketing Executive
- Produce compelling emails and manage email marketing campaigns to increase recipient engagement
- Write press releases, answer press enquiries and surveys
- Drafting highly attractive presentation documents to support the sales staff with initial pitches to new clients
- Developing user guides, FAQ sheets and campaign flyers
- Working with sales leaders on strategically improving the division's brand in the marketplace
- Actively participate in leading teams in production feasibility, technical requirements, costs and timing implications
- Manage freelancers, internal teams, and delivery teams to ensure project is delivered on time and within scope
- Proactively identify project conflicts and resource gaps and resolve accordingly to ensure projects are running smoothly at all times
- Attend brainstorming, client meetings, briefings

Qualifications for junior manager

- Minimum 6 Months previous management or Sales Lead experience
- Degree qualifications in Marketing, Graphic Design or a related field
- Experience in drafting flyers, Power-point presentations, sales pitches or marketing material for sales teams will be highly regarded

- Ability to multi-task in an autonomous environment
- In-depth knowledge of beauty products/categories