



Example of Marketing / Events Job Description

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

Responsibilities for marketing / events

- Coordinate specific aspects of entity-wide events
- Work with Brand Strategists to deliver against a robust events strategy that supports business objectives
- Collaborate with and drive approvals through other functional areas within the organization to activate regional sponsorships benefits & ticket allocations
- Manage budgets, invoice submission, and follow up with Accounts Payable and with internal finance partners
- Build and leverage relationships with media and community partners to drive business results
- Confident in leading multiple marketing projects
- Must have flexibility for travel up to 35-40% of the time
- Must have flexibility to work occasional evening or weekend events as needed
- Submit & follow-up with Creative Communications requisitions
- General organization of department

Qualifications for marketing / events

- Managing work independently and effectively
- Ability to perform well under high-pressure situations and meet deadlines
- Previous events or marketing experience preferred
- Able to work independently with cross-functional teams

- Assisting with the planning and coordination of business meetings in various territories with target companies, timely subsequent follow-up