



Example of Marketing & PR Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is searching for experienced candidates for the position of marketing & PR. 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 & PR

- Independent planning and execution of projects related to registration, purchase orders, invoices
- Assist in executing marketing activities within assigned budget allocations
- Negotiate and manage contracts with hotels and various vendors
- Timely and professional communication of project/activity status and updates
- Secure giveaways, signage, supplies as needed and other projects/activity related items and ship as necessary
- Ability to assist onsite at local marketing events
- Ability to travel less than 25% of the time to various marketing events
- Support the needs of the Sales departments by developing strong relationships with retail, ecommerce, wholesale and specialty partners and new initiatives to grow brand awareness, traffic and sales at all points of distribution
- Communicate marketing, PR & event plan to TB corporate on a monthly basis
- Serve as executive contact for local marketing agency(ies) to oversee projects and initiatives to support marketing through offline and online strategy

Qualifications for marketing & PR

- Organized and able to juggle multiple projects/priorities
- Analytical and logical thought process
- Ability to think creatively and participate in team brainstorming
- Strong organizational skills and ability to manage multiple priorities

- Excellent communication and organizational skills Able to handle last-minute or quick-turnaround deadlines
- Exceptional written and verbal communication skills with great attention to detail