



Example of Marketing & Sales Job Description

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Our company is growing rapidly and is looking for a marketing & sales. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for marketing & sales

- Print, verify and prepare tickets
- Operate computer, calculator, copier, and/or other office machines
- Maintain company phone roster
- Assist with various tasks and running office errands
- Perform other duties as assigned and occasionally work non-traditional hours
- Maintain a photography database for all sponsor related inventory and special events delivering images to guests post-event
- Aids in researching opportunities to improve workflow
- Willingness to attend events outside normal business hours (Networking Events, Business Meetings)
- Collaborate with FPS to guarantee a unified and seamless process to hotels and clients
- Build the site's brand recruitment advertising and sourcing by setting standards, and developing a site sourcing library of creative visual collaterals

Qualifications for marketing & sales

- Be available for a 12 week program in the AMS ticket office beginning in January 2018
- Have a professional appearance - no visible tattoos or piercings
- Ability to work long extended hours leading up to and during NASCAR weekend
- Have some knowledge of NASCAR racing

- Bachelor's degree in business administration, education, marketing, sports management or related field