



Example of Promotion Coordinator Job Description

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Our company is growing rapidly and is looking to fill the role of promotion coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for promotion coordinator

- Schedule appointments and calendar events
- Prepare and book travel
- Generate commitment numbers and process invoices in the PRS system
- Process and approve all employee travel requests
- Update and distribute weekly Label meeting agenda
- Monitor and approve employee expense reports
- Maintain staff vacation request/whereabouts calendar
- Track all incoming and outgoing materials to EVP's office
- Open and upload requested MP3s and videos for review/approval process
- Ensure that budgets, press releases, and creative arts are approved in a timely fashion

Qualifications for promotion coordinator

- Alert EVP to time sensitive issues when he is away from the office
- Prepare and send dictated correspondences
- Coordinate ticket needs with Tour Marketing department
- Maintain and replenish CD product
- File documents as necessary
- Order office supplies for department as requested