



Example of Promotions Coordinator Job Description

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

Responsibilities for promotions coordinator

- Quality control check on all work
- Contest Administration - maintain all on-air and web based station contests
- Develops implementation timelines and task lists and coordinates all aspects of promotions and events with Advertising, IT, Player Services, Food & Beverage
- Pays close attention to network on-air programming launches and timelines to help launch properties successfully
- The Promotions On-Air Coordinator will also be responsible for procuring all prize giveaways and submitting promotional proposals for giveaways, scheduling on-air giveaways via the VCreative prizing system
- Other daily duties include website management, including updating of station contests, and other promotions for station sites
- Provides support for publicity & promotional efforts of group
- Serves as office manager for NY office
- Performs administrative support work for the Regional Promotions and National Publicity department
- Attend promotional events, including set up and breakdown of equipment, provide support and interact with listeners

Qualifications for promotions coordinator

- Knowledge of in-line processes, or a willingness to learn these processes
- Strong project management skills are required with the ability to manage

- Experience with print and embroidery critique
- Adept at navigating internal organizational structure in order to know who to contact to help resolve issues
- Communication and negotiation skills are essential