



Example of Senior Marketing Coordinator Job Description

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

Responsibilities for senior marketing coordinator

- Serve as a lead writer and editor, and collaborate with the proposal team consisting of technical and subject matter experts to develop response strategy, proposal outlines and content with minimal supervision
- Interview knowledge experts as needed to develop proposal content
- Coordinate planning, scheduling, and tracking proposal milestones & deliverables
- Perform editing, formatting, compliance checks, final proposal assembly and delivery
- Track final submission of proposal and maintain historical data of proposal results
- Improve upon proposal development process based on lessons learned, corporate goals, and business development objectives
- Participate in and champion pitch and marketing strategy/planning sessions
- Proactively research potential client's company history, market positioning, to contribute to the new business pursuit strategy
- Independently execute multiple marketing efforts against rapid and frequent deadlines
- Master the company's portfolio of work, practice areas and broad firm capabilities

Qualifications for senior marketing coordinator

- Ability to speak and read fluently in Spanish strongly preferred
- Agency account management experience and/or on-site production experience required
- Sports Marketing and/or International marketing background preferred
- Working knowledge of social media and digital media landscape
- Knowledge of the pharmaceutical industry mainly DMOS (Naya)