



Example of Senior Marketing Coordinator Job Description

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Our company is growing rapidly and is hiring for a senior marketing coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for senior marketing coordinator

- Business analysis support – Review vendor program performance reports, identify trends, document detailed requirements for interdepartmental work efforts
- Material management support – Develop translated versions of our marketing materials, leveraging our automated traffic management system, managing the work through design, translation, proofreading, vendor certification and CMS filing
- Participate in the development of an internal communication strategy for the B2B team
- Working with the Senior Marketing Partner to develop, execute and lead integrated strategic marketing strategy, activities and plans
- Under Supervision from the Department Manager, provide guidance and leadership to the Marketing Assistant
- Ensure our Careers website (www.bain.com/careers) content is fresh and reflects our employer brand and messaging
- Manage our strategic use of technology
- Attend client meetings, conferences, interview preps, and presentations as needed
- Travel to support region
- Coordinates and leads the coordination of assigned marketing activities across national - multi office global practice

- A commitment to being a team player
- Proficiency with MS Office products including Word, PowerPoint
- Ability to work directly with city leads and senior team members
- A team player mindset with the ability to work independently
- The ability to think outside the box to find solutions to problems
- Confident in their ability, being able to liaise effectively with internal and external stakeholders