



Job Description
Position: Brand Coordinator

Last Updated: 02/20/19

Job Summary

Provides Brand Manager support on specific short and long-term client projects and events. Works collaboratively with assigned Brand Manager as needed to coordinate client deliverables, and generally assists the Brand Manager with moving the project forward on time and on budget. Role will vary based on client needs throughout the year.

Essential Functions

- Produce client deliverables to clients. (POP, Window Clings, etc.)
- Oversee client donations request.
- Manage & maintain asset/inventory management.
- Coordinate sponsorship trigger promotion activities, when activated.
- Serve as a lead at activations and client events.
- Streamline and draft communication email to clients.
- Produce check reports for working staff/contractors.
- Coordinate meeting details for markets.
- Reconciliation for activations and projects.
- Create surveys and sign up forms for clients.
- Compile information and analytics for client recaps.
- Assist in preparing deliverable to clients.
- Assist on Special Projects as needed.

Position Requirements

- 1-2 years Marketing experience
- Ability to lift 25 pounds
- Nights and Weekends required
- Must have valid drivers license
- Excellent written, verbal, and communication skills
- Knowledge of Microsoft Office programs

Accounting Requirements

- Responsible for submitting client billable tracking sheet bi-weekly to accounting
- Responsible for submitting all receipts to accounting weekly
- Responsible for crafting managing projects within approved budgets
- All business transactions must be done using MDM AMEX unless otherwise approved