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	Job Title	Marketing Coordinator	Department	Sales & Marketing
	Reports To	Director of Marketing		
Job Description	Job Grade	9		

Job Summary:

Manages the S&M in terms of Purchase Orders, budgets and campaign/event tracking and planning. Assists Marketing Team with their daily functions as well as to ensure the efficient functioning of the Office.

Specific Duties and Responsibilities:

- Maintain and utilize quote, LPO and invoice process
- Consolidate weekly marketing recaps
- Supports sales and marketing staff by providing market trends and forecasts
- Plan meetings by identifying, assembling, and coordinating requirements
- Assist in the creation of the media and marketing plan
- Communicate and coordinate with internal departments, especially Sales, Public Relations and Web as well as any third party partners/agencies
- Create social media content calendars on a monthly basis to be reviewed on a weekly basis (Includes content, captions, posting)
- Community management on all social platforms and Google
- Support the marketing team in daily operations
- Execute all tactical campaigns on an operational level

Candidate Profile:

- 1-2 years working experience in a Marketing/PR office
- Ability to self manage and adhere to short lead timelines
- Arabic and English speaker

Additional to the above mentioned requirements an Employee will at times be expected to perform tasks and duties outside of his/her scope of work as necessitated by work demand.

This document does not create an Employee contract. It is stressed that changes in business may require alterations to this job description.

I _____, have fully understood the duties and responsibilities of this Job Description and by signing below I confirm my acceptance of the same.

Signature :

Date :

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Approvals:

**Human Resources Manager
Al Habtoor -Theatre**