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Marketing Coordinator United Arab Emirates Posted on 01/11/2024 Be the First to Apply

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Company: Merex Investment Group

Location: united arab emirates

Category: other-general

Job Purpose

To support the marketing team in all administrative aspects of project management and operations to ensure smooth completion of projects at Merex assets.

Key Accountabilities

Dispatch mass communication to retailers and follow up on any action that needs to be taken.

Ensure proper filing of all marketing document & reports required by the dept are properly filed/checked and available when required (i.e. - post and pre-event reports; KPI tracker etc.)

Raise Purchase requisitions and Follow up on the status of requests & Pos to Procurement & Suppliers

Ensure the department meets the projects, campaigns, promotions deadlines by coordinating with the various marketing agencies. (Events Management, Suppliers, Procurement).

Follow up on third party payments, process suppliers' invoices and/or any other financial process.

Handle purchase order issuance from the system across the assets.

Manage the team calendar, meeting organization and invites.

Monitor incomplete or outstanding quotations reference to the approved pre-event analysis and reconcile budget/ submission of Financial reports to Finance Dept.

Prepare necessary monthly/quarterly marketing reports and presentations.

Track invoices and monthly-event expenses to ensure all assets are aligned with the use of their budget & capture savings if applicable.

Support the marketing team in administration work such as drafting internal memos, letters, contract. SOW, PEAs & PERs etc.

Support the marketing team in the execution and implementation of CSR initiatives.

Qualifications

Diploma/ Bachelor's degree in Marketing/Business, any related field

3 years of relevant experience

Good knowledge of MS Office, PowerPoint and intermediate level for Excel

Data Analysis & Report Writing

Ability to clearly and in a structured manner communicate in written English

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