

Date completed/ revised: DD/MM/YYYY

Position Details

Title	Marketing Coordinator
Reports To	Insert title, not individual's name
Department	Marketing
Position Status	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term Term End Date (if applicable): DD/MM/YYYY
Eligible for Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments if applicable
Overtime Exemption Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Variable Compensation	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable
Hours per Week	Insert actual expected hours of work per week, excluding breaks or lunch/week
Location	
Job Classification	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP
Salary Range	Insert salary range, or insert: "As per Job Classification"
Direct Reports	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ♦ Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable

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A complete HR Toolkit for small business to create and maintain your HR fundamentals.

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- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!

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HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

- d. Establishes contacts, develops schedules and assignments, and coordinates mailing lists to plan and manage meetings, conferences, and events.
- e. Communicates with sales team to provide campaign objectives, timelines and instructions for promotion.
- f. Maintains a directory of sales support materials, ensuring all resources are up-to-date, coordinating the creation of new materials when necessary.
- g. Continues to research new sources of prospect customer data.
- h. Provides project management support.
- i. Updates website content and graphics.
- j. Tracks marketing budgets.
- k. Tracks departmental absences.
- l. Provides administrative support to the Marketing department.

2. Insert high-level responsibility Example 20%

- a. List key tasks associated with that responsibility
- b.
- c.
- d.

Job-Related Technical Skills

Skills	Proficient	Experience with	Familiar with
Microsoft Office suite, particularly Word, Excel, Outlook and PowerPoint	x		
A minimum of 35 words per minute typing speed or the ability to use voice to text software to support increasing digital communication and content generation	x		
Tracking budgets		x	
Research		x	
Creating reports	x		
Content management systems (CMS)		x	
Customer relationship management (CRM)		x	
Project management		x	

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PLANNING / ORGANIZATION SKILLS / TIME MANAGEMENT

- ◆ Establishes a realistic and systematic course of action for self and others to accomplish a specific goal.
- ◆ Sets the right priorities.
- ◆ Utilizes planning and/or time management tools.
- ◆ Monitors progress and makes necessary corrections.
- ◆ Controls interruptions.
- ◆ Accomplishes work in a timely manner.

ATTENTION TO DETAILS

- ◆ Thoroughly accomplishes tasks with the utmost attention placed on accuracy in all areas involved, no matter how small.
- ◆ Monitors and double checks information to produce consistently error-free work.
- ◆ Adheres to procedures and standards.
- ◆ Possesses a strong ability to focus on tasks and priorities amidst continuous distractions.

MANAGING WORK

- ◆ Establishes a course of action for others to accomplish specific goals.
- ◆ Communicates objectives and goals.
- ◆ Plans assignments, staffing, and resources.
- ◆ Identifies priorities, critical paths, and deadlines.
- ◆ Schedules meetings, projects, and tasks.
- ◆ Establishes process and procedures.
- ◆ Coordinates and adjusts work plans.
- ◆ Uses planning, tracking, or time management tools.
- ◆ Develops and/or adheres to budget.

INNOVATION / CREATIVITY

- ◆ Thinks outside the box.
- ◆ Challenges status quo and traditional 'the way things have always been done' thinking.
- ◆ Applies original thinking in approach to job and other processes, methods, systems, products, and/or services.
- ◆ Engages in responsible dialogue and brainstorming to develop new ideas and unique solutions to problems.

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Acknowledgement

Accepted and agreed to by:

EMPLOYEE

Employee Name	
Signature	Date

MANAGER APPROVAL

Manager Name	Manager Title
Signature	Date

NEXT LEVEL APPROVAL

All job descriptions require approval by **CUSTOMIZER: Insert approval position level 1. Example: Department VP, or delete this section if not applicable.**

Name	Title
Signature	Date

HR APPROVAL

All positions require review and approval by **HR CUSTOMIZER: Insert HR approval level. Example: HR Manager, or delete this section if not applicable.**

Name	Title
Signature	Date