



**Title** Marketing Coordinator

**Department(s)** Direct Mail

**Reports to** Direct Contact Director

**Job summary**

The primary role is to facilitate direct mail workflow, working with many different departments within the agency to complete each project.

**Overview**

- Manages direct mail job flow with agency
- Facilitates Direct Mail jobs between Account Team and Graphics departments
- Facilitates art shipping process with Graphics team
- Schedules all mail jobs based on piece type, vendor and final destination
- Manages the turn-around times and deadlines for mail and Account Team
- Manages any in-house mailings
- Assists with client meeting prep process and ensures that Direct Mail items are provided
- Creates Job Request forms for vendors
- Creates Road to the Sales emails and sends to Account Team
- Manages any sample requests that come in from the sales team
- Helps in monitoring print vendor's monthly schedule
- Helps to manage all equity mail using vendor's website tools
- Creates equity mail match reports
- Assists with gathering materials for Co-op team
- Weekly and Monthly Reporting
- Assists with quoting jobs
- Assists with processing Direct Contact invoices
- Other responsibilities in the department as needed

**Qualifications**

- College degree in advertising, marketing, communications or related field
- 1+ years relevant post-college work experience
- Proficient in Microsoft Office programs
- Ability and willingness to learn in-house software and platforms
- Organized with attention to detail and accuracy and ability to manage variety of tasks
- Superior time-management and project-management skills
- Ability to work in a fast-paced environment under pressure and meet tight deadlines