



Morris Marketing Group

Marketing Communications Coordinator – MarCom Coordinator

Job Description:

The Marketing Communications Coordinator is responsible for creating and facilitating marketing communications and sales materials for a wide variety of clients, mediums, audiences, and goals.

The Marketing Communications Coordinator should be a team player and a creative thinker with a penchant for using correct grammar and a keen eye for details. Possesses excellent communication, customer service, and relationship management skills while under pressure.

The Marketing Communications Coordinator is responsible for working directly with account leaders and principals to ensure efforts on behalf of clients are optimized and produced in a timely fashion. The MarCom Coordinator position requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Sensitivity to confidential matters is required.

The Marketing Communications Coordinator should also have interests and/or work experience in social media, public relations, special events, community relations, marketing, and business management.

Qualifications:

- Experience in administration, public relations, communications, marketing, or community relations
- Strong Proficiency in Microsoft Office Suite including MS Word, MS Excel, and PowerPoint
- Knowledge of and interest in Adobe Creative Cloud/Suite – preferred but not required
- Proficiency and interest in all social media platforms – Facebook, Instagram, Twitter...
- Excellent Proofreader
- Excellent business writer/composer with strong emphasis on correct grammar and proper format
- Friendly and positive attitude
- Professional appearance and attitude
- Excellent written and verbal communication skills
- Excellent interpersonal skills with strong customer-service focus.
- Ability to define goals, meet urgent deadlines, organize and prioritize projects
- May be called upon to assist with special projects and assume responsibility for the development, administration, and promotion of specific projects, as required
- Perform other duties as assigned
- Be able to lift 25 pounds stretch, stand for extended periods of time, climb stairs, reach, twist, sit, walk, and/or run.

About Morris Marketing Group

Morris Marketing Group principles Valerie Morris and Patrick Collins pride themselves on providing senior level, high touch and intuitive marketing communications support to every client whether they are a small business, government agency, or large corporation.

Morris Marketing Group provides communications, marketing, public relations, special event, strategic planning, and social media services to a diverse client list throughout the Southeast region.

Morris Marketing Group provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

For more information visit: www.mmgmemophis.com