



SALES & MARKETING SUPPORT COORDINATOR

SUMMARY:

The Sales & Marketing Support Coordinator supports both client and internal corporate communication proposal and pitch needs for both The CM Group and The Px Group teams for the entire business development cycle. The Sales & Marketing Support Coordinator manages the file structure, process and functions as a support role to the Co-CEOs and Leadership Team. The Creative Services team is a resource and consultant to ensure alignment with all branding aspects for both CM and PX branding. Additionally, the role requires coordination for the agency's online engagement: **assist in managing social media, including content calendar, posting and response, and success measurement; serve as a liaison and quality reviewer of both CM/Px social media posts. A keen eye for creative design and implementation preferred.**

SPECIFIC TASKS:

Refine visuals, format slides, copy-edit and proof all content in proposals & pitches

Maintain and manage proposal and presentation files including pricing charts, timelines, team charts

Create proposal graphics: editable charts, graphics, timelines in Word that support our written response visually *currently only have these in slide format

Manage RFP/Pitch process: cross-reference proposal requirements with response and manage the timeline for review, iterating & finalizing for: CM Proposals & Pitches and Px Proposals & Pitches

Manage editing and formatting for internal decks: board meetings, town halls & annual off-site

Quality Check all final client QBR decks: ensure formatting is consistent and do final formatting sweep-through for the team (org charts, infographics, data charts)

Reorganize server file structure for managing all proposal and presentation documents and supporting information

Coordinate social posts and manage gathering of insights / analytics

ADDITIONAL TASKS:

Coordinate design requests going to Creative Services as well as update module slides for Shufflr library

Assist with business development collateral; ensure teams have current up-to-date one pagers and sell sheets to share with clients

Assist with internal staff-wide training decks by coordinating, formatting & uploading training modules into Adobe Captivate

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

ANALYTICAL SKILLS – Ability to compare, contrast and quality check work and keen attention to detail.

COMMUNICATION SKILLS – Superior interpersonal and customer service skills.

COMPUTER SKILLS – Proficient in Microsoft Office 365, particularly PowerPoint, Word, Excel, Sharepoint. Familiarity with Adobe Creative Suite and Hootsuite social media management platform.

Commented [LR1]: These programs are for Jess/Liz role; this new role is designing in MS

DECISION MAKING SKILLS – Ability to make clear, concise decisions and solve complex problems.

ORGANIZATIONAL SKILLS – Ability to organize, plan and prioritize work in a fast-paced work environment. Ability to achieve goals in a timely fashion.

WORK ENVIRONMENT, POSITION TYPE, EXPECTED HOURS

This job is a professional office environment. This role routinely uses standard office equipment.

This is a full-time position. Days of work are Monday through Friday, 40 hours per week.

REQUIRED EDUCATION AND EXPERIENCE

Bachelor's Degree in business-related field required

1-2 years of related work experience preferred (customer service, sales and/or executive assistance)

Commented [LR2]: Already above

Commented [LR3]: Courtney >sales force not needed

EEO STATEMENT

The CM Group is an equal opportunity employer. All qualified applications will receive consideration for employment without regard to sex, sexual orientation, gender identity or expression, race, color, religion, national origin, ancestry, genetic information, citizenship, age, disability, pregnancy, genetics, veteran status, or any other protected status under applicable federal, state, or local law.

*This document describes the position currently available. It is not an employment contract.
The CM Group reserves the right to modify job duties or job descriptions at any time.*

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

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