

**Company:** \_\_\_\_\_

<b>Job Title:</b>	Marketing Manager	<b>Job Category:</b>	
<b>Department/Group:</b>		<b>Job Code/ Req#:</b>	
<b>Location:</b>		<b>Travel Required:</b>	
<b>Level/Salary Range:</b>		<b>Position Type:</b>	[i.e.: full-time, part-time, job share, contract, intern]
<b>HR Contact:</b>		<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>	Once you have edited your job description, you can post the job on _____.		
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (____) _____ - _____ or <a href="#">email:</a> _____ <b>Subject Line:</b> <b>Attention:</b> [Recruiting or HR Department RE: Job Code/Req# and Title]		<b>Mail:</b> Hiring Manager: _____ Dept: _____ Company: _____ Address: _____ _____	
<b>Job Description</b>			
<b>Job Purpose:</b> Markets products by managing staff; maintaining response operations; maintaining quality ratings.			
<b>Duties:</b> <ul style="list-style-type: none"> <li>• Maintains marketing staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.</li> <li>• Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.</li> <li>• Maintains customer response operations by establishing work schedules; assigning employees; providing back-up.</li> <li>• Maintains quality service by establishing and enforcing standards; training representatives; monitoring calls; surveying customers; evaluating outcomes.</li> <li>• Resolves customer problems by training telemarketing service representatives; maintaining reference manuals and dialogue guides; providing information; answering questions.</li> <li>• Maintains work process flows by coordinating information and requirements with related operational departments; participating with and providing resources to business improvement teams.</li> <li>• Keeps management informed by preparing reports; making presentations; interpreting information; making recommendations.</li> <li>• Maintains equipment by coordinating requirements with telecommunications and information services departments; examining state-of-the-art technology; recommending upgrades; controlling installations.</li> </ul>			

**Company:** \_\_\_\_\_

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

**Skills/Qualifications:**

- Supervision, Market Knowledge, Subordinate Involvement, Planning, Quality Focus, Resolving Conflict, Customer Service, Managing Processes, Presentation Skills, Technical Understanding, Financial Planning and Strategy

*[NOTE: To post your job on [company URL], copy this description and click here [company URL]. You can log in to an existing account or provide your e-mail address if you are a new user. Select the zip code where the job is located, and then paste the job description into the online wizard. Then simply complete the required information and check out.]*

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	