

EOI - Marketing Coordinator - Marketing Department

1 message

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To: Group - DFCC Staff <Group-DFCCStaff@dfccbank.com>

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EXPRESSION OF INTEREST (EOI) Marketing Coordinator - Marketing Department

You should ideally;

- be in the grade of L8
- have good communication and interpersonal skills
- possess good planning and negotiation skills
- full / part qualification in accounting will be a definite advantage
- experience / knowledge in marketing will be a definite advantage

You will be mainly responsible for the following;

- accountable for marketing department related payments.
- ensuring that all the marketing related payments are done as per the given guidelines / standards and maintaining the relevant documentation.
- collecting invoices from the suppliers, obtaining the required approvals and processing the final payments.
- maintaining overall marketing expenses vis a vis the budget and advising the team on the budget status before initiating campaigns.
- compiling the marketing related materials such as newspaper advertisements and transmission lists which are related to invoices.
- Support the marketing unit in business-related initiatives.
- Coordinate with the media agency on media buying and processing related payments.

The above mentioned applicant profile is indicative only. Although you may not meet the specified minimum criteria stipulated above, if you are confident that you possess the necessary professional qualifications, knowledge and competencies to perform the role effectively, you may express your interest. You may wish to include a detailed justification as to why you would be suited for the role when sending in your application.

Selection for the interview will be at the discretion of the management.

In addition to consideration of the relevant competencies of the roles, consideration will also be given to the conformity to the transfer policy guidelines of the Bank.

If you are interested in the above mentioned position, please apply through the HRIS self service portal by 4th October 2022.

Path : [HRIS self service portal](#) > [Modules](#) > [Recruitment](#) > [Apply for Vacancy](#).