

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-51-2022
Company Name	Tamer Frères s.a.l
Industry	Luxury
Vacancy	Marketing Manager
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full Time
Major(s)	Marketing
Degree	BA
Years of Experience	3-4 Years
Location	Sin El Fil
Remuneration & Benefits	Negotiable
Currency (LBP, Dollar, Lollar)	LBP
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>- Identify, assemble, and coordinate marketing activities requirements, establish contact with suppliers and third parties for approvals and links for budgets printing and develop schedules for all consignments;</li> <li>- Implement marketing and advertising campaigns by coordinating the execution of marketing;</li> <li>- Advertise strategies and objectives while monitoring the initial budgets allocated to each brand;</li> <li>- Plan and organize promotional activities and new product lines;</li> <li>- Make sure that company and POS addresses and opening hours are always updated online;</li> <li>- Prepare marketing reports by collecting, analyzing, and summarizing data on expenses versus budgets;</li> <li>- Prepare the budget ahead of time for all marketing activities;</li> <li>- Support the sales staff by providing market trends information, new collections and product information;</li> <li>- Coordinate, plan and assist at brand related meetings and trade shows abroad;</li> <li>- Manage social media accounts such as Instagram, Facebook and Pre-O and all Tamer platforms. Monitor the agreements with third parties and company's website and E-Commerce;</li> </ul>

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- Requested from Marketing Manager to provide suppliers for extra budgets;
- Observation of stock, content and pricing is correct;
- Report monthly on invoices and payments;
- Monitor market trends/competition activities monthly in order to track the competition;
- Manage, file and report on all events, pictures, pure marketing activities;
- Update job knowledge by participating in educational opportunities and reading trade publications be update on all marketing new trends;
- Participate in accomplishing organization goals by boosting the sales through successful marketing strategy application;
- Take full charge of team members' or direct managers' responsibilities where agreed and necessary for a delineated and temporary emergency/transitional period of time;
- Generate budget report quarterly market trend report and completion bench marketing and all brand suppliers;
- Answer to all digital inquiries;
- SEO's monitor and improve constantly;