

# Are you the **MARKETING MANAGER** champ we are looking for?

COACH FOUNDATION WAS FOUNDED IN 2015, WITH A SINGLE MISSION: TO BUILD WORLD-CLASS CREDIBILITY, SOLID FINANCIAL FOUNDATIONS, AND FREEDOM FOR ALL COACHES ON A MISSION TO LEAVE A LASTING CONTRIBUTION.

IN SHORT, WE HELP ASPIRING COACHES ESTABLISH CREDIBLE BRANDS AND WILDLY SUCCESSFUL BUSINESSES. TO DO THIS, WE LOOKED AT WHAT HAD NEVER BEEN DONE BEFORE AT SCALE IN OUR INDUSTRY.

TO DOMINATE THE INDUSTRY, OUR TEAM MEMBERS HAVE CONTINUOUSLY BEEN RAISING THE BAR, TAKING OWNERSHIP OF THEIR RESPONSIBILITIES AND GIVING THEIR 100% COMMITMENT IN THE JOB ROLE THEY PERFORM, DAY IN AND DAY OUT, HENCE THEY ARE CALLED "CHAMPIONS".

WE ARE LOOKING FOR ANOTHER CHAMPION, A **MARKETING MANAGER** TO START IMMEDIATELY. THIS CHAMP WILL PERFORM SEVERAL CRITICAL ROLES THAT WILL ALLOW THE HEAD OF THE MARKETING DEPARTMENT TO FOCUS ON THE MORE STRATEGIC ROLE FOR THE COMPANY.



## Main Responsibilities/ Accountabilities include:

- Ensuring that the members of the department deliver their tasks and projects with high standard consistently and within defined time frames; you will be accountable for results and not just monitoring their tasks
- Analyzing data and determining right vs wrong so you must be very good and comfortable with numbers
- Proactively verifying accuracy of the data before presenting it to the Head of the department
- Proactively brings to attention any issues that arise and will potentially arise to the Head of the Marketing Department such as inaccurate data, breakdowns and underperforming members, to name a few

## Common Tasks Include:

- Providing top level administrative support, including handling communication across the department via multiple channels such as Slack, Whatsapp, Email and Calls
- Manage the awesome champion and resilient superstars of the department to ensure that they are hitting their KPIs and focus on the results, not just executing the tasks
- Monitor the day to day tasks of all the members of the department
- Create and maintain accurate reports of data generated by and for the Marketing Department
- Communicate marketing needs to service providers
- Ensure that the resources of the department is properly organized and maintained
- Ensure that the breakdowns of the department are being addressed at a process level
- Ad hoc administrative duties as assigned

## Who You Are

- Must be very good at numbers and data analysis
- Comfortable in conducting presentations of statistics and data
- Process Oriented and Results-driven mindset, and with commendable work ethics and high work standards
- You have a hawk's eye for details with the ability to track and manage multiple projects simultaneously
- Highly-Organized & Resourceful
- Loyal, resilient, dedicated and committed to working long-term
- Possesses a high level of energy, enthusiasm, and emotional maturity and intelligence
- Self-starter with an ability to work both independently and within a team; Ability to work independently without extensive oversight
- Able to keep calm under pressure (not a drama king or queen)
- Excellent written and oral communication skills, including the ability to draft correspondences and other communications quickly with minimum direction
- Ability to build relationships with joint venture partners, various service providers, stakeholders
- Practices confidentiality and utmost security in handling pertinent information and documents
- Proven problem-solving ability including ability to determine the severity of an issue and if there is risk for recurrence
- Strong technical aptitude and comfortable in learning new software tools and can adapt to new systems quickly
- Have a hunger for learning and self-growth; does not mind being assigned to read books or join workshops as needed
- Comfortable in pushing back and being pushed back for the sake of healthy discussion and achieving goals
- Professional experience as a Project Manager or Operations Manager is a plus

SALARY: \$500 - 600 USD, monthly, full time role

THINK YOU ARE THE CHAMP WE NEED?

APPLY HERE <https://dot-coach.typeform.com/to/kEQLw8a9>