Attachment

**Job Tasks.docx**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job task priority key:

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| **U** | Urgent |
| **M** | Medium priority |
| **R** | Regular activity |
| **L** | Low priority |

Weekly job tasks for Sales & Marketing Manager:* Respond to a media enquiry from local paper about services offered (U)
* Analyse media data to determine effectiveness of recent tv campaign and write report for CEO (M)
* Conduct weekly staff meeting and write up outcomes to send to team members (R)
* Conduct marketing strategist performance review (R)
* Meet with other department heads to co-ordinate coming projects (M)
* Provide content for regular tweets (R)
* Prepare blog entries (U)
* Review latest sales and marketing tools (R)
* Prepare monthly staff newsletter (L)
* Update content to social media accounts (R)
* Review sales and marketing budget to see if we are on track (L)
* Respond to emails from clients and potential customers (R)
* Organising staff weekly social event (L)
* Presentation about branding to staff (U)
* Meeting with CEO to plan events for the year (M)
* Prepare schedule of events based on meeting (M)
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