Attachment

**Job Tasks.docx**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job task priority key:   |  |  | | --- | --- | | **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) |