



**UNIVERSAL BANK**

**CAREER OPPORTUNITY**

**Job Title** MARKETING COORDNATOR

**FLSA Status:** NON-EXEMPT

**Reports To:** BRANCH ADMIN DIRECTOR

**Location:** WEST COVINA

**Language:** English

**ABOUT Universal Bank**

Universal Bank is a premier company in West Covina CA, that has remained dedicated to the commitment of serving our local communities. We provide customized customer service by offering a full array of deposit and loan products.

Our corporate office is located in West Covina CA. with five branches serving LA County in West Covina, Monterrey Park, Rosemead, Eagle Rock, and Arcadia. Our cultivated team is an extremely knowledgeable banking professional.

**Position Summary**

This position is primarily responsible for overseeing the marketing of various products, services and leads the team toward meeting all sales goals and objectives by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Core duties and responsibilities include the following. Other duties may be assigned.

- Responsible for the development of a marketing/sales program
- Develops plans that detail how to meet sales goals and objectives.
- Develops sales strategies and prepares marketing budgets.
- Evaluates and monitors the competition's product lines and suggests new products that will help the company expand its business.
- Conducts sales meetings.
- Trains and coaches sales representatives.
- Makes presentations, demonstrates products, and represents the bank at trade shows, etc.

**SUPERVISORY RESPONSIBILITIES:**

Responsible for the overall direction, coordination, and evaluation of the marketing/sales program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**EDUCATION AND/OR EXPERIENCE**

Bachelor's degree from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of: Database Software (Access); Development Software; Spreadsheet Software (Excel); Project Management Software and Word Processing Software (Word).

**OTHER SKILLS AND ABILITIES:**

Strong presentation skills

Posses a high energy level and competitive nature

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

No specific vision abilities required by this job.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

*Universal Bank is an Equal Opportunity Employer. Anyone needing accommodation to complete the interview process should notify the recruiter.*

*You may or may not receive a response to your inquiry by email, mail or fax depending on the number of job openings, volume of inquiries, and your qualifications.*