

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: MARKETING & SALES Level A, Pay Grade 5

LEVEL DEFINITION	This level covers positions responsible for performing general sales, promotional and marketing work.
TYPICAL RESPONSIBILITIES	May include: implementing sales, promotions and marketing initiatives; preparing reports; conducting market surveys; writing promotional and marketing materials; preparing market projections and forecasts; assisting with sales and market analyses and research; and managing inventories.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding the implementation of sales, promotions and marketing work.
SUPERVISION RECEIVED	Works under limited direction within policies and guidelines. Work is reviewed based on adherence to guidelines and completion of assigned work.
SUPERVISION EXERCISED	May manage staff and be responsible for hiring, discipline, evaluation and termination.
MINIMUM QUALIFICATIONS	Diploma in Marketing. Minimum of one year of related experience, or the equivalent combination of education and experience.