



Title Account Coordinator

Department(s) Account Team

Reports to Chief Operating Officer/Sr. Account Executive

Job summary

This position is perfect for someone who wants to have a hand in every area of the agency. You will work with many teams to move our clients' projects along and ensure we are delivering the best possible product.

You will join one of our seasoned Account Executives, where you will assist with daily tasks and receive invaluable training. Your high level of organization, accuracy and attention to detail will come into play in managing your team's daily task list and overseeing projects within every department.

Being at ease with computers and new software is important. You'll spend a lot of time in Podio, our project management program. Additionally, you will keep our clients' information and reporting up-to-date. This includes budgets, calendars, status reports, weekly summaries, sales charts and meeting prep. By working with all of this client information, you'll build a solid foundation for understanding why we do what we do.

Teamwork makes the dream work, so a willingness to help out others is essential. And while some of this position involves computers and reports, you will have plenty of opportunities to show off your social skills. Account Coordinators are very comfortable talking on the phone and in-person with clients, vendors and compliance staff.

Above all, this position requires a speedy working style and a positive attitude. There's never a dull moment, and the skills you will learn can launch your career. If this person sounds like you, send us your resume today.

Overview

- Provide daily assistance to Account Executive
- Coordinate clients' projects under the direction of the Account Executive
- Manage daily task list
- Execute jobs with all departments throughout the agency
- Manage team's job workflow in Podio (internal software)
- Post client budgets and calendars to server
- Update client status reports
- Complete Playbooks (weekly summary of advertising) as needed for AE review
- Prepare client meeting prep for AE review
- Prepare sales charts
- Upload items for compliance
- Prepare Budget Recaps
- Provide back-up relief to other Account Teams

Qualifications

- College degree in advertising, marketing, communications or related field
- 1+ years relevant work experience post-college

- Proficient in Microsoft Office programs
- Ability and willingness to learn in-house software and platforms
- Organized with attention to detail and accuracy and ability to manage variety of tasks
- Strong interpersonal skills; Comfortable on the phone with clients and professional in-person demeanor
- Superior time and project management skills
- Ability to work in a fast-paced environment under pressure and meet tight deadlines