



## ACCOUNT COORDINATOR

### DESCRIPTION

The Account Coordinators main focus is the day to day administration of agency campaigns, assisting in the management of programs from start to finish. The Account Coordinator also sources and manages field staff, manages the procurement of program materials, creates program recaps and reports and generally supports the account team in all aspects of managing a successful program.

### RESPONSIBILITIES

- Source and procure program materials and cultivate relationships with vendors; recognize unique opportunities with an emphasis on profitability
- Assist in managing department interns
- Manage program materials and assets including distribution of equipment, premiums and other items
- Adhere to campaign budgets and timelines
- Manage field staff across multiple markets and programs
- Participate in conference calls with client to discuss program updates and timelines
- Coordinate the preparation of training materials and facilitate the on-line training process for field staff
- Create accurate reports that communicate value to the client and assist in the growth of the account
- Research events across marketing and secure placement and identify sponsorship opportunities
- Assist with management of financial performance and maintenance or improvement of account profitability

### REQUIREMENTS

- Bachelors degree in Business Administration, Marketing or related field
- 1+ years in related position/field with proven record of success
- Exceptional attention to detail
- Able to work effectively on a team and autonomously
- Creative thinker and problem solver; able to adapt on-the-fly
- Exceptional organization, time management and communication skills
- Promotional experience in the field a plus
- Strong familiarity with Microsoft Office Suite and social network sites as well as reporting software
- Available for program travel
- REPORTS TO: Account Manager

