



Title Marketing Account Coordinator

Department(s) Account Team

Reports to Chief Operating Officer/Account Team Assistant Manager

Job summary

The primary role is to assist the designated Account roster with day-to-day tasks. You will work with many internal teams including: media, traffic, digital/broadcast/print production, and creative to ensure client expectations and deliverables are met.

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