

## Account Coordinator – Purchase, New York

You have a keen eye for detail. You aren't afraid to put your nose to the grindstone. Best of all, your head is always in the game.

We are looking for a detail-oriented superstar who can ensure flawless execution of our client's projects from start to finish. Experience managing a project is a must. You will need to be able to instill a high level of confidence and a strong working rapport with clients and internal stakeholders to be successful in this position. In short, you can totally deliver.

As Account Coordinator, you will be an exemplary model of our superior Account Service standards by adhering to the approved agency processes and protocols.

### What you will need to do:

- Support team in development of internal briefing documents, timelines and workback schedules, and contact reports
- Support team with client budgets, reconciliations, and monthly invoice preparation for all clients
- Assist in building presentations and marketing assets
- Participate in weekly status meetings and complete agendas, contact reports, and meeting notes
- Provide exemplary customer service, either through direct contact or in support of client needs
- Foster strong relationships with client teams
- Understand client marketing trends and other areas affecting clients' business
- Perform any other duties assigned by the senior account team

### What you will need to have:

- 1-2 years of agency or related experience
- Post-secondary degree or diploma in marketing is preferred
- Strong people skills
- Strong written and verbal communication skills
- High degree of organization and attention to detail
- Logical and analytical approach to finding solutions
- Ability to work independently and collaboratively
- Enthusiastic approach and eagerness to learn
- Ability to manage multiple tasks while staying committed to all deadlines