

Account Coordinator

Armstrong Partnership LP is a full-service, results-driven marketing agency that values enthusiasm, entrepreneurship, integrity, creativity and collaboration. If you're ready to roll up your sleeves and rev up your brain in an easy-going but hard-working environment, this might be the job for you.

Reports to: Account Supervisor

Works with: Cross-functional teams

Direct Reports: N/A

The Account Coordinator provides overall support to the account team. The role provides the opportunity for an individual with a strong client-centric approach to work with, and learn from, a variety of internal and external resources. The Account Coordinator role provides an area to execute flawlessly and take ownership for delivering strong results.

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:

- 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