

## 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 Manager, Account Supervisor, or Account Director/Group Account Director

**Works with:** Cross-functional teams

**Direct Reports:** N/A

The Account Coordinator provides overall support to the account team in Duluth, Georgia. 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:

- 1 to 2 years of account services 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
- Experience in human health or animal health would be an asset