Account Coordinator

The Account Coordinator generally provides assistance to the entire account service team he/she works with. The Account Coordinator reports directly into the Senior Account Executive/Account Supervisor on the day-to-day management of accounts. Everything the Account Coordinator does impacts work delivered to clients and is a reflection of VS/B. Follow through and delivery in a timely manner is imperative.

Following are areas of duties for the Account Coordinator:

Client/Account Management Support

* Provides administrative assistance to Senior/Account Executive, Account Supervisor and Director of Account Management on day-to-day client activities, including answering client phone calls and responding to emails to ensure continued progress of client workflow
* Stays aware of and pushes forward client activities to provide backup when senior team members are unavailable
* Leads specific projects and/or clients as assigned by senior team members
* Updates and maintains the following reports: Client Status report, Creative Jobs/Billing report, etc. depending on specific account needs
* Leads status calls with clients or at least lead sections of status
* Leads stand up meeting, with Senior/Account Executive when needed
* Fills out Campaign Intake forms when client requests are received
* Fills out Media Request forms when client sends in any media inquiries
* Assists with any presentations for pitches, proposals, reports and recommendations

Campaign/Project Support and Analysis

* Gathers and assembles background information as needed by the Senior/Account Executive, Account Supervisor, and/or Director of Account Management in development of briefs, etc.
* Provides input in planning stages as requested by senior team members
* Assists in campaign implementation by providing guidance, direction and ensuring deadlines are met
	+ Includes developing breakdown of needed assets for creative estimates
* Responsible for certain campaign tactics, assigned by senior team members
* Proofreads copy, artwork, client presentations, agency and printers’ proofs as requested; sees that all work completes the standard agency approval process before being reviewed by clients or turned over to suppliers
* Preps documents for client and Compliance review
* Responsible for working with traffic to make sure deadlines will be met and that creative rotation is correct
* Traffics creative with HUB
* Works with Media Coordinator on any changes to media plan, ensure media team updates traffic boards in PM tool
* Makes sure all media and projects proceed according to plan and deadlines, drawing attention of senior team members to potential problems before they occur
* Attends integration shoots and production shoots ensuring client expectations are being met in regards to approved concepts, etc. (may lead upon discretion of senior team members)
* Creates and submits Pre-logs to client
* Submits all POPs/Digital Tear sheets/Post-logs to client on monthly basis
* Conducts Competitive analysis - creative, industry, sales, etc.
* Manages any data compiling or mining for planning, campaign performance, etc.

Administrative Responsibilities

* Facilitates meeting requests and coordinates with schedules of all agency or client personnel to be in attendance
* Sets up meetings (internal or external) by having materials up on screen/printed and takes care of dial-in/web-ex
* Takes minutes at meetings, prepares and distributes Contact Reports (call reports), Client Hot Lists, Status Call recaps, etc.
* Acts as host/hostess for visiting clients
* Handles paperwork and maintains digital files and hard copy on all correspondence, approvals, copy, forms/documents, supplies for daily processing and tracking of account service work, etc. --- ensuring server is up to date and organized
* Maintains client reference notebooks and/or digital archives for all assigned accounts, detailing past work and work-in-progress, and all pertinent information needed for accurate proofreading and meeting of client standards
* Develop and maintain client brand books and creative bible (final approved copy/creative)

**Requirements:**

BA/BS in Communications/Marketing/Public Relations/Integrated Marketing

0-1 years of agency experience, working on integrated campaigns

Ability to work independently and multi-task in a team-oriented environment

Ability to work effectively under pressure

Creative, strategic thinker

Strong initiative and work ethic

Strong attention to detail

Proficiency with PowerPoint, Word and Excel

Proficiency in Mac Environments: Google docs, Hangout, Keynote

Google Certification, preferred

**Send resumes to Anais Rodriguez at arodriguez@vsbrooks.com**