

Account Coordinator

Who we are:

ColinKurtis Advertising and Design develops and designs strategic marketing solutions so that our clients can create meaningful brand experiences for their customers. Here at CK, we focus on people first—the people we work for and the people who work for us. We believe that when quality people do amazing work for clients who value what we do, we all benefit.

Who you are:

An organized, detail-oriented, self-motivated account director with great follow-through who is completely dedicated to ensuring the team stays informed and has everything they need to get the job done. You thrive in a results-driven environment, have the desire to obtain knowledge of each client and more specifically the projects they have in place with the agency. You are a master of process and are the best “check point” person there is. You have the ability to close the loop and create a platform of trust amongst the team

What you'll be doing:

- Acting in a supporting role to 3 Account Managers and Account Directors
 - Preparing revisions documents and routing to your teammates
 - Proofing work going out vs. the request made by the client
 - Ensuring all appropriate team members have signed off on the work
 - Filling in for Account Managers on client meetings as needed
 - Handling all setting of necessary internal and client meetings
 - Checking of that all necessary details and specs from vendors are in and organized for the creative team to follow
 - Assist in Research Gathering
- Acting as the link between Account personnel and Project Management
 - Preparing work plans to be used in internal and client facing status meetings
 - Liaison for account team in other departmental meetings (Creative and Digital)
 - Controlling long-tail project timelines to ensure consistent movement
 - Alerting the account team on potential timing issues
 - Supporting the client deliverables from a tactical position
 - Assessing creative output from a brand guideline and client best practices position
- Properly help manage team expectations from a project timeline basis; having a pulse on project schedule setting, challenges, and changes; and leading weekly internal status meetings
- Overseeing Client Retainer Reports, Project Budget Activity

What you should have:

- Over 3 years of experience in a dedicated customer service role
- Top-notch time management skills and the ability to manage multiple projects with strict attention to detail
- Critical thinking and problem-solving skills, along with excellent verbal and written communication skills
- Ability to grasp basic marketing strategies and tactical fundamentals, with an emphasis on understanding job process
- A can-do attitude, effective communication skills and the ability to work both independently and closely with a team

- The power to understand the overall scope with great ability to manage the small details inside of a job schedule with self-motivation, time-management, process knowledge and multi-tasking skills as your trusty sidekicks
- The ability to adapt, understand and work within current agency processes
- An Associate degree in related fields, with Microsoft Office, Adobe Creative Suite and Acrobat Pro know-how

What's even better?

- Experience in: Food Ingredient, CPG, Food Service, Private Label, or Food & Beverage equipment industries from a B2B or CPG perspective
- Experience working inside an advertising agency
- A Bachelor's Degree in related fields

Why ColinKurtis

When you work here, you're always in the know and part of a team, because we share the big picture and work together on the small details that make us successful. We know it takes more to make a job awesome, so we provide more than the expected. We offer competitive salaries and top-of-the-line benefits including generous vacation time, subsidized health insurance and a 401k with up to 3% company match. You work for a reason, and that's why we take great pride in providing opportunities that benefit you and the important people in your life. CK has grown a lot in 20 years and, with more great people like you, we'll continue to grow.

If this sounds like you, send us an email with your resume and a cover letter letting us know who you are and how you can meet our needs.

Email: info@colinkurtis.com