

Account Coordinator

Our Account Coordinator will be:

- Organized to a fault. You'll be working with the Account Executive to put together critical paths, keep track of client deliverables and deadlines, tracking client media and more.
- A multi-tasker. You'll be required to manage a huge volume of work, often working on many projects at the same time.
- An innovator. You'll be part of a growing company that finds solutions to any obstacles we face and develops new strategies and ideas that set us apart from our competitors.

Key Responsibilities:

- Working closely with 52 Pick-up's Principals and Senior Account Executive on marketing strategies by performing analysis of customer research, current market conditions and competitor information to determine market requirements for existing and future projects.
- Developing creative solutions for clients to help them achieve their marketing objectives and executing these strategies by developing and managing timelines, schedules, media plans and budgets.
- Providing administrative support, managing client campaigns and day-to-day activities, including research and sourcing, to reach out to our clients' target audiences.
- Through early and ongoing communication with applicable team members including (*Design, Studio, Web, etc.*) you will ensure that all parties are cognizant of and accepting of client deliverables and deadlines. In cooperation with the applicable team members, you will revise scheduling and client deliverables as necessary to optimize the balance between internal resource availability and client requirements. In the event an appropriate balance does not appear available in the circumstances, assistance is to be obtained from the Studio Manager.

Qualifications:

- Post-secondary degree in Marketing or equivalent.
- 3-5 years experience in Project Management
- Strong project management/organizational skills as shown through your ability to manage multiple priorities and demanding timeframes.
- Ability to prioritize and execute requests on a consistent basis for multiple clients.
- Excellent writing and communication skills.
- Fantastic interpersonal, listening and presenting skills – this is a client facing role!
- Proficient in Microsoft office and excel
- Must be able to think outside the box, have speed and accuracy when conducting tasks, quick problem solver, strong time management skills, strong work ethic and must be able to work in a fast-paced studio environment.