

ACCOUNT COORDINATOR

The Marketing Coordinator is an integral part of the Verdin client services team. The AC assists with large agency clients and takes the lead on projects with smaller clients. The AC reports to the company VP Client Services.

RESPONSIBILITIES:

- Assist in scheduling client and other meetings
- Attend client meetings and draft client contact reports
- Coordinate day to day details on any type of client projects under Account Manager's direction
- Set and get organized for client meetings (scheduling, setting agenda, participating in meetings, following up with CCR)
- Become familiar with clients' industries, to the extent as is appropriate for Verdin involvement in client activities (decided on a case by case basis)
- Assist in maintaining client budgets
- Assist in projects and events coordination
- Assist in coordination of client events as needed
- Back up on answering phones and reception

Note: From time to time employees may be needed to drive materials to clients or vendors. A copy of a current driver's license and car insurance is required upon date of hire.