



## **ACCOUNT COORDINATOR**

### **Description**

The Account Coordinator is an entry-level position within the Client Services group. This position is the hub of communication for the team regarding all project deliverables. The Account Coordinator will work closely with all Client, Creative, and Strategy teams. The role requires great attention to detail, excellent communication, organizational and multitasking skills. Over time, the Account Coordinator will develop the skills and experience necessary to advance to the position of Account Manager.


### **Responsibilities**

- Assist the Client Team in managing day-to-day activities, including ensuring all internal team members are equipped with the assets, research and direction needed to successfully complete the work.
- Collaborate with the Account Manager(s) with daily project management which includes, but is not limited to:
  - Overall project organization
  - Interacting with clients to discuss key milestones, feedback, and next steps
  - Reviewing feedback and determining what is acceptable and what needs to be gently challenged
- Gather and assemble background information and analyses in support of brief development.
- Collaborate with the Connections Group Director and lead the creation and delivery of all creative specs.
- Scheduling meetings (e.g., kick offs, creative reviews, client presentations)
- Writing and issuing meeting notes following internal and client meetings.
- Review client facing documentation and deliverables to ensure it is on-brief and best represents KSV.
- Act as proofer for Account Managers and a second set of eyes before client work is delivered.
- Provide recommendations or new ideas that will better the progress of assigned projects—don't be afraid to speak up!

### **Qualifications**

This is an entry level position and we are willing to train the right person who is results driven, confident, flexible, and hungry for success. Ideal candidates will exhibit the following qualities:

- Excellent organizational skills
- A team mentality

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- Advanced interpersonal and communication skills
  - Superior written and oral communication skills
  - Ability to see other people's point of view and take constructive feedback
  - Ability to work under pressure and deliver on time; you enjoy and thrive in a fast-paced, ever-evolving, collaborative team environment
  - Team player and problem solver

## About KSV

KSV is a collective of creative and strategic thinkers who are committed to a more sustainable existence. As part of the KSV team you'll have the daily opportunity to be part of something bigger than just yourself, because everything we do is filled with a purpose. And that's enough to fill us up with all types of good stuff. KSV is a certified woman-owned B Corp.

### Employee Benefits:

- 401k
- Health, dental, and vision coverage
- Parental leave
- Flexible PTO
- Paid holidays include the week between Christmas and New Year's Day, MLK Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and the following Friday
- Summer half-day Fridays
- Flexible work environment

KSV is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, gender identity, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.