



ACCOUNT COORDINATOR

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.

Key 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
- 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

KSV's Core Competencies

Core competencies are the 'price of admission' to being part of the KSV team and are expected of all team members regardless of role or seniority.

Customer Focus	Builds strong customer relationships and delivers customer-centric solutions.
Decision Quality	Makes good, informed, and timely decisions that keep the organization moving forward.
Action Oriented	Takes on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
Drives Results	Is focused on and consistently achieves results, even under tough circumstances.
Collaborates	Builds partnerships and works collaboratively with others to meet shared objectives.
Values Differences	Recognizes the value that different perspectives, life experiences, and cultures bring to an organization.
Communicates Effectively	Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences.
Instills Trust	Gains the confidence and trust of others through honesty, integrity, and authenticity.
Self Development	Actively seeks new ways to grow and be challenged using both formal and informal development channels.
Being Resilient	Keep positive, stay calm under pressure, and believes there is a way forward, even when it can't immediately be seen.



About KSV

KSV is certified BCorp and a women-owned and led collective of creative and strategic thinkers who are committed to a more sustainable existence. As part of our 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.

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, Juneteenth, 4th of July, Labor Day, Thanksgiving and the following Friday
- Summer half-day Fridays
- Flexible work environment

KSV is a signer of the equal pay compact and is an equal opportunity employer. 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.