



## **Account Coordinator – White Hat Agency, Austin, TX**

White Hat, a full-service advertising agency in Austin, is looking for a bright Account Coordinator. White Hat is an inspiring group of professionals dedicated to being the good guys in marketing. We give good advice, provide thoughtful leadership and care about a client's business as much as our own. White Hat is in Downtown East Austin.

The Account Coordinator position aids the Account Managers (Account Service Department) in the day-to-day management of accounts. This position requires excellent communication skills, and the ability to act as a problem-solver for clients and the internal team. Typically, our account coordinators engage in multiple meetings a day, you must be highly organized and able to juggle multiple responsibilities at the same time.

### **Responsibilities:**

- Provides administrative assistance to Sr. Account Manager, and Account Managers (Account Service) on day-to-day client activities, including maintain and updating client files, being a liaison to the client through client phone calls and emails, assisting in production and creative deadlines and media placements as needed to ensure continued progress of client workflow.
- Stays aware of client activities to provide backup when Account Service are unavailable.
- Gathers and assembles background information and analyses as needed by Account Service in development of strategy and briefs.
- Provides input in planning stages as requested by Account Service. Assists in mailings, processing final copy, agendas, conference reports, proposals, correspondence and other materials related to Account Service and preparing the above for client presentations.
- Handles paperwork and maintains digital and hard copy files on all client activities, their competitors and their industries; maintains client correspondence file, approvals, copy, forms/documents, supplies for daily processing and tracking of account service work, etc.
- By account service request, takes minutes at meetings, prepares and distributes contact reports (call reports), etc.
- Makes sure all media and projects proceed per plan and deadlines, drawing attention to account service to potential problems before they occur.
- Proofreads copy, artwork, agency and printers' proofs as requested; sees that all work completes the standard agency approval process before being reviewed by clients or turned over to suppliers.
- Enters and tracks flow of work into time the time management system Workamajig.

### **Qualifications:**

- Minimum experience of an internship in an advertising agency within the account service department and or 1-2 years in marketing/advertising.
- Understanding of Agency workflow and processes
- Multi-tasking a must with great organization skills
- Ability to work in a team environment
- High competency level on computer and software skills compatible with job responsibilities

Please send resume to [employment@wearewhitehat.com](mailto:employment@wearewhitehat.com)