



Account Coordinator - Summary of Roles and Responsibilities

Macro Responsibilities:

- Work with SVPAS, AD, and AS to support day to day tasks as needed.
- Manage and maintain vendor relationships, as needed.
- Work within tracking software to manage assigned tasks.
- Be prepared for and participate in weekly 1:1 discussion with AD.
- Verbal telephone communication as needed with vendors.
- Attend relevant internal meetings and events (e.g: account mgmt. status meetings, etc).

Micro Responsibilities:

- Research, and vetting of third-party vendors as needed for each project. (fabricators, trucking, caterers, venues, properties etc.)
- List and manage procurement of supplies associated with activations via a schedule for each project.
- Assist in training manual creation and updates for all projects
- Work with AD and AS to create tour manager offer letters.
- Manage market brand ambassador contact list for Tour Manager.

Required Skills

- Must be able to write presentations and recaps
- Must be proficient in excel formatting, formulating cells and aggregating info across tabs
- Proficiency with MS Word and Outlook.

Expectations

- Return calls and email within 1 hour with response for follow up / acknowledgement, or discussion on related topic.
- Be available after hours, as needed, to field calls and emails.
- Calm and poised in the face of challenges and keep a positive, solution-oriented mindset at all times.
- Consistently demonstrate ability to maintain emotional intelligence at all times.
- Flexibility to accept job duties and responsibilities not contained within the list above

Desired Traits:

- Ownership mentality of every project, every task and every interaction.
- Engaged behavior defined as greatly interested in and committed to.
- Be Intentional by acting in accordance with the Group's conscious attempts to behave and perform according to their/its values and beliefs.
- Thoughtful by showing consideration for the needs of others.
- Self-disciplined with the ability to control oneself and make yourself work hard to behave in a productive and professional manner without needing anyone else to tell you what to do.
- Ability to Anticipate through experience and stay ahead of potential challenges and requests.
- Confident and Strong while presenting and upholding agency POV.
- Enthusiasm and positive energy as a consistent mindset.
- Collaborative in nature with a genuine desire to work within a group setting, as needed.