



## **ADVERTISING ACCOUNT COORDINATOR**

ECU Communications is looking for an Account Coordinator to come work in a fast-paced advertising agency with a collaborative team. This position requires an expert's ability to be organized, work independently, think on your feet, and be a team player. It embodies professionalism, discretion, confidentiality, and collaboration. The primary responsibility is to provide support to upper management and the coordination of client-related tasks.

### **JOB DUTIES & EXPECTATIONS:**

- Organize and provide support to upper management including arranging schedule and meetings, answering phones, drafting and typing correspondence, maintaining files and reports
- Supports, maintains and implements advertising and social media strategies.
- Draft meeting notes and reports
- Plan and coordinate logistics for client events
- Work comfortably with outside vendors
- Support social media through scheduled posts and content
- Support marketing tasks as needed
- Perform other duties as assigned

### **SKILLS & REQUIREMENTS:**

- Excellent organizational and administrative skills
- Ability to multitask and prioritize workload with minimal supervision
- Outstanding interpersonal skills and telephone manner
- Excellent spelling and proofreading skills
- Ability to interact professionally at all internal/external levels
- Ability to maintain the confidentiality of sensitive business and personnel matters
- Ability to work well under pressure
- Experience developing budgets (desired but not required)
- Strong service orientation and good judgment
- One (1) + years of administrative, marketing or writing experience in a professional environment
- Expertise with Microsoft Word, Excel, PowerPoint
- A Bachelor's Degree in marketing, advertising or related field is strongly preferred
- Ability to develop specific goals and plans to prioritize, organize and accomplish work
- Self-motivated with the ability to work proactively and achieve results without close supervision.

**Must be able to pass a background check.**

If you are interested, please send your resume to [careers@ecucomm.com](mailto:careers@ecucomm.com)

*ECU Communications is an equal opportunity employer. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. ECU Communications is a diverse and inclusive company, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.*