

January 2, 2012

JOB TITLE: Account Coordinator

DEPARTMENT: Account Service

WHO WE ARE: a full-service B2B marketing agency located in Kansas City's River Market, ER Marketing celebrated its 10th anniversary in 2011. Our client experience is broad, from building materials, software and tools to healthcare consulting, insurance brokerage and consumer retail. The company has grown consistently over the past decade and we're poised for even more growth in 2012, which is why this opportunity is available now.

WHAT YOU'LL BE DOING: perform a range of general duties including assisting with client account work, assisting with media planning and buying, promotions planning and management of details/schedules and other general business duties as assigned by Agency Management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Be **CURIIOUS**, every day you walk through the door.
- Provide administration and assistance on day-to-day activities for assigned clients, including responding to client phone calls, managing ongoing client programs, working on production and creative deadline management, and media planning and placements to ensure continued progress of client workflow.
- Provide input in planning stages of client programs and presentations including media planning, sales promotion programs, public relations programs, direct mail campaigns and other client work as assigned.
- Handle paperwork and maintain files on all of the client's activities, their competitors and the industry; maintain records of client correspondence through email and through online project management tool.
- Manage variety of projects through online project management and time tracking systems
- Responsible for proofreading a variety of materials for range of client projects.
- Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of account client team meetings as necessary.
- Represent ER Marketing as necessary at industry functions or meetings.
- Other duties as assigned by ER Marketing management.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to handle multiple tasks and prioritize.
- Ability to work independently within the parameters of the job, without close supervision.
- Superior organization skills and tremendous attention to detail.
- Team-oriented while fulfilling a support role.
- Ability to handle stressful situations, including interpersonal tact while meeting deadlines.

- Superior customer service skills - ability to communicate effectively with customers, while meeting needs.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree in Marketing, Advertising, Journalism, or Communications or appropriate business experience.

COMPUTER SKILLS:

- MS Office including Word, Excel, PowerPoint, Outlook
- Mac OS experience preferred by not required
- Ability to learn new systems quickly, including project management, time tracking, email marketing and others.

BENEFITS

- Health Insurance including Medical, Dental and Vision
- Short/Long-Term Disability and Life Insurance
- 12 days personal time per year, plus five paid holidays
- Competitive Salary
- 401K
- Yearly Professional Development Fund

QUESTIONS/CONTACT

Please submit resumes via our website at <http://www.emarketing.net/contact-employment.php>. Please contact Kyle Rohde, account supervisor, at krohde@emarketing.net or 816-471-1400 with questions.