

Kindly submit resumes via email only to:
jmoates@movingideasinc.com
Subject Line "Account Executive"



Contract Position: Account Coordinator

Length: 6 month

Who are we looking for?

Strictly by title, we're looking for an "account coordinator" who is highly motivated and detail-oriented. It's essential that this person provides stellar administrative support within the agency – working as part of a larger team on a wide range of projects. But, if we're digging deep and talking about the day to day position, we're looking for the right person to manage a myriad of projects and all of the details that go along with them. Not only do they need to be administrative, they should also be a creative thinker so that everyone in the studio, especially project leaders, can rely on them. The ideal candidate thrives on being efficient and precise but also knows when to be flexible and resourceful in order to come up with creative solutions. We are an agency rooted in good communication. Therefore, strong verbal and written communication skills are imperative to working well with our team and our clients.

Daily Responsibilities

Account coordinators perform a range of administrative, support tasks including:

- _ Project organization and filing
- _ Client communication
- _ Scheduling and coordinating meetings, photo shoots, etc.
- _ Reviewing proofs for accuracy and proofreading copy
- _ Developing spreadsheets for document organization and tracking
- _ Research pertaining to projects and client initiatives
- _ Studio administration (ie, answering the phone, checking mail, etc.)

Detail-Oriented

Candidates interested should be extremely detail-oriented. This position requires a large percentage of time will be spent reviewing projects for accuracy and ensuring the highest quality standards.

Teamwork

As a junior member of a team that manages multiple accounts, making a difference in our clients' overall success means actively participating in every stage of the process – including creative brainstorming sessions and demonstrating problem-solving abilities when client issues arise.

Account coordinators who have exhibited initiative and the ability to work independently may be charged with interacting directly with clients and project management among other tasks.

Computer Skills

Candidates must have a strong working knowledge of Microsoft Word, PowerPoint and Excel. They would ideally have some working knowledge of Adobe CS3, or higher, programs as well.

Education

Bachelor degree in marketing, business or a related area of study is strongly preferred.

Compensation

Depends on experience.

Hours (30-40 hours per week)

Monday through Friday, 8:30am to 5:30pm (time range flexibility)

Moving Ideas, Inc.

The MI studio is an open workspace where everyone adds value in a collaborative team environment. We put our people and their families first and live by the golden rule to "treat others as you would like to be treated."

We love what we do! We want to work with like-minded people who are dedicated to working hard to provide outstanding results – exceeding the expectations of our clients. Good design and creative is a baseline but where we truly add value is in the thoughtful, conscientious strategic approach we take in everything we do.

Most of all, we believe that work should be fun yet challenging and give you a complete sense of satisfaction.