**Job Description:** Account Coordinator **Department:** National

**Reports To:** Director of Sales and Client Services  **Location:** 790 E. Johnstown Rd, Columbus, OH

**What you will accomplish:** As Account Coordinator, you’ll be hands-on in supporting initiatives from beginning to end in promotional campaigns. You’ll get your gears turning helping with generating ideas and researching products. You’ll create client-facing presentations and assist order processing and procurement, all while being a primary point of communication with well-known clients. You’ll be focused on the client with an initial heavy emphasis on project management and logistics. You’ll also open the opportunity to gain experience within the company through a variety of channels.

**Job Responsibilities:**

* Support the sales team on numerous promotional campaigns, with an initial emphasis on order processing, creating decks, and project management.
* Assist in creative idea generation and product design.
* Interact with clients on initial project inquiries, project tracking and timeline, quoting and order entry, while maintaining communications through order creation and fulfillment
* Partner with vendors on price quotes, order tracking, and other steps necessary to successfully fulfill projects.
* Manage CRM and Project Tracker to ensure on time expectations of client needs and project expectations.
* Special projects and other duties as assigned.

**Qualifications:**

* Ideal candidate will have a Bachelor’s Degree in Marketing, Advertising, PR, Communications, or similar area of concentration.
* Industry experience is a requirement.
* 1-3 years’ working in a fast-paced, client-facing position, ideally with marketing, advertising, PR, or sales experience.
* Strong knowledge of MS Office, specifically Excel.
* Ability to multitask and deliver on a high volume of projects in a fast-paced, deadline driven environment.
* Strong presentation, written, and verbal communication skills.
* Upbeat, energetic personality with a desire to learn.

**Required Skills:**

* Strong organizational skills and ability to manage multiple priorities.
* Problem analysis and problem resolution at a functional level.
* Strong customer orientation.
* Strong attention to detail.
* Team player.

**Be a LEADER every day**

At Leaderpromos Marketing Agency we love coming to work every day, and we have strong beliefs in how we show up to work together. When you join Leaderpromos, this is the commitment you make back to the organization. We are proud of what we do for our clients, and we are proud of how we do it—the culture we have built with each other. We are an inclusive, certified woman-owned business, focused on the individual growth and success of all team members. If you share a belief in these core values, then you should be a Leader too.

We **Lead with Confidence.** We lead with Innovation, creativity, open-mindedness, and commitment.

We **Embrace Change and Grow.** We believe diversity, inclusion, always learning, continual self-improvement, and being flexible makes us all better people.

We know that **Attitude is Everything.** We know that being positive and passionate will lead to high-level teamwork and accountability.

We Believe in **Doing the Right Thing.** We promise to be respectful, operate with integrity and awareness.

We are **Eager to Serve**. We believe in customer excellence, consistency, and executing and delivering results that matter!

We are **Resilient.** We take pride in our work, our community, and caring. Doing our part to make this world a better place.

**About Leaderpromos:**

Leaderpromos is an award-winning and largest woman owned promotional marketing agency. Our strategic approach and partnership mentality delivers custom products that promote top-of-mind brand awareness. We immerse ourselves in the customer’s brand and align with our client’s marketing strategies to create tailored solutions above and beyond expectations.

Just as it is important to our clients to distinguish themselves from the competition, we take the same approach at Leaderpromos. Our agency possesses the latest technology and resources to activate brands. Our global reach provides clients with worldwide-branded products regardless of their location. With extensive in-house exclusive services, we have become your single-source solution to deliver success. Leaderpromos’ passion for creativity and dedication to our clients has ranked us among the top 1% of 28,000+ distributors nationwide. For more than 25 years, Leaderpromos has offered branding solutions backed with innovative ideas, the best technology, and a passion for delivering results.

Leaderpromos is an equal employment opportunity employer. We welcome everyone regardless of their race, color, religion, sex, sexual orientation, gender expression, national origin, age, disability, veteran status, or genetics. We provide an inclusive, open, and diverse work environment.