



### **About Grapevine Designs**

Grapevine Designs is a promotional marketing agency that dreams up tactical solutions that meet brand strategy. Whether inspirational, educational, or simply fun, we'll meet your objectives, help you run circles around your competition and stop your prospects in their tracks. When it comes to brand programs, we pretty much do it all – and we do it better than just about anybody. At Grapevine, we create the imaginable every day. This means committing to a level of curiosity, creativity, service and results for our clients that is unmatched and unexpected.

### **Account Coordinator**

We are searching for an Account Coordinator who is excited to play a larger role in attracting and retaining clients. The Account Coordinator should be committed to customer satisfaction. This professional will communicate directly with existing and prospective clients across different platforms to find out about their needs, make follow up calls to see if those needs have changed and perform other duties to support the account team, as needed.

To be a successful Account Coordinator, you should be proactive, positive, and passionate about company offerings and how they create value for clients. Top applicants will be skilled verbal and written communicators with excellent presentation, customer service, time management, and computer skills.

### **Account Coordinator Responsibilities:**

- Sourcing of promotional products
- Familiarity with SAGE
- Procurement of product/pricing of product
- Sample ordering and tracking
- Overseeing successful delivery of products
- Data entry/ order fulfillment
- Occasional "kitting and fulfillment work" as needed
- Problem Solving
- Maintain an accurate and updated database of client information
- Support Account Directors, Managers

### **Account Coordinator Requirements:**

- Bachelor's degree in Business, Communications, Journalism or related field
- Sales, Marketing, or Account Management experience is preferred
- More education or experience in related fields may be required
- Excellent time management skills and ability to juggle multiple tasks
- Exceptional presentation, verbal and written communication skills
- Proficient in MS Office and good working knowledge of Adobe Creative Suite
- Proactive attitude with a passion for customer satisfaction
- Available to work full time in office located in Lenexa, KS

Please send resume and cover letter to: Meredith Wallace; [mwallace@grapevinedesigns.com](mailto:mwallace@grapevinedesigns.com)

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the  
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