



**Sr. Account Coordinator – Greenwood Village, CO**  
**PPAI# 604192**

**About Monarch:**

We are a growing company of problem solvers on a mission to redefine the way people purchase promotional products. We thrive in helping visionary brands transform creative ideas into unforgettable merchandise solutions. Monarch services mid-size corporations and experiential agencies nationwide providing creative kits, branded merchandise, and company stores. We are women-owned, named one of our industry's greatest companies to work for in 2018, and have offices in Chicago and Denver.

**About The Role:**

As an Account Executive for Monarch, your focus is to be an industry expert in production, sourcing, pricing, and creative direction while embodying our values and building and growing solid relationships with Monarch vendors and clients.

This position is crucial to the company's success delivering on-time creative proposals while ensuring all orders stay on track and providing up-to-date information to the client; delivering the ultimate client experience.

Key Role Objectives:

- Ideate & prepare impactful branded merchandise proposals using Adobe CC
- Successfully deliver the Monarch experience to 10-20 clients, managing 50-75 purchase orders per month delivering products on-time or ahead of schedule
- Develops strong relationships with supplier partners in order to build and expand our competitive network
- Becomes an expert in our CRM /project management and company store softwares (Commonsku & Shopify)
- Attends design trainings and stays up to date on trends to effectively contribute your perspective for optimal results

**About You:**

You are someone who loves interacting and building relationships with people on the phone and over email. You love the thrill of the chase, are adaptable, and highly self aware. You have excellent attention to detail and high follow through to own the result of your work and it's contribution to the overall team's purpose.

You are passionate, have a design eye, and a knack for creative problem solving. You thrive in a fast paced environment and also have a high commitment to personal greatness and practicing the things you need to bring your best self each day. You are highly self aware and take time to connect, appreciate, and celebrate with your team.

Required Experience & Skills:



- 1-2 years experience in the promotional industry OR 2-3 years of relevant or transferable experience in an agency or marketing department setting.
- A basic knowledge of Adobe Illustrator, Photoshop, and InDesign.
- Excellent listening, negotiation and communication skills.
- The ability to take risks and make mistakes and then shift to learning and adapting quickly.
- The ability to collaborate with giving and receiving feedback, participating in company discussions, and listening to all opinions for the best result.

### **The Culture:**

We're a tight knit group of courageous innovators who eat, sleep, and breathe brand experiences. We believe in a highly collaborative approach with our clients as well as within our team to produce original ideas and achieve real results. The atmosphere at Monarch is down-to-earth, sincere, and real. We're a small team that believes in being authentic and expressing unique points of view in a thoughtful way where everyone's opinion matters. We aren't afraid to ask tough questions and believe in taking risks, then learning and adapting from them.

We've built an agile team of thoughtful, intelligent leaders and strive to be a source of community and creativity in the branded merchandise industry.

### **What We Offer:**

- An engaging team setting in a creative space.
- The best company swag.
- Self managed (unlimited) paid time off program after 60 days of employment.
- 401(k) plan + company matching after 6 months of employment.
- Benefits negotiated on an individual level. In the past we have reimbursed for health care, paid student loans, offered gym memberships, offered pet care, paid for cell phones, paid for relocation, paid for transportation to and from work

### **How to Apply:**

If you are looking to join a team that is interested in pushing growth, innovating what has been done, and redefining what it means to offer branded merchandise, then you've come to the right place. Submit your resume, cover letter, and three references to [careers@monarchandcompany.com](mailto:careers@monarchandcompany.com). We will only consider candidates who submit all documents.