# Account Coordinator

E Group, Inc. is a Minneapolis-based, award-winning marketing and technology agency. E Group works with Fortune 1000 companies to deliver customized loyalty and incentive programs. We provide creative business solutions that influence, encourage, and stimulate behavior in measurable ways. We are looking for passionate, engaging, and driven individuals ready to work in a client-focused, dynamic environment.

## Position Specific Information

We are looking for a person who thrives in a fast-paced, creative, agency environment. In this position you will support the Account Services team in the day-to-day management of E Group clients as well as agency activities on an as-needed basis. Other responsibilities include assisting in coordinating project details and providing administrative support as needed to ensure efficient execution of assigned projects.

**Essential Job Functions**:

- Manage routine account activities as directed (email marketing, social media, catalog set up, site edits)
- Monitor social media and digital marketing trends and updates team members
- Proofread content and marketing materials
- Route deliverables for internal approvals
- Communicate program change requests and coordinates tasks with IT-PM
- Effectively work within a timeframe and budget
- Prepare program rules, FAQs, T&Cs, email and other standard web copy
- Test web applications for marketing functionality
- Communicate project activities across the team
- Respond to program inquiries as needed
- Ensure timely and effective communication of status and identify and resolve any potential issues quickly and effectively by working with the necessary team members
- Review and monitor existing sites, including reports on each admin portal
- Perform administrative duties as necessary

**Position Requirements:**

- Strong **writing, editing, and proofreading skills**
- **Ability to meet schedules and deadlines**
- Excellent **verbal and negotiation skills**
- Knowledge of **promotional merchandise**
- Experience with **digital marketing applications and web-based development**

- Savvy in current **social media** applications
- Excellent **organizational skills**, including the **ability to prioritize while multitasking**, and **work cross-functionally** in a team environment
- Desire to **take initiative** on assigned projects and evolve as role changes

**Education and Experience Requirements:**
- Degree in marketing, communications or public relations
- 1-2 years of relevant experience
- Proficient in graphic design software (Photoshop, Illustrator, In Design)
- Knowledge of Microsoft Word, PowerPoint and Excel software
- Experience with email blasts (Mail Chimp), graphic design support, copy editing, etc.