

**Account Coordinator**

BHW1 Advertising is accepting applications for this entry level position that works directly with the account service team to provide day-to-day detail, coordination and insight for all internal and external projects relating to our clients. If you thrive on managing and accomplishing a high number of tasks daily for multiple people and projects, you may be the right person for this job.

**Education Requirement:**

- Bachelor Degree in Advertising or in Business with Advertising emphasis

**Typical Duties Include:**

- Preparing account service-related documents including meeting agendas, meeting reports, proposals, etc.
- Taking detailed meeting notes and distributing them to attendees
- Reviewing vendor quotes
- Verifying production specs
- Creating and/or providing feedback on project estimates and timelines
- Fielding and processing internal information requests
- Assisting with direct mail projects
- Maintaining current work-in-progress records and archives of past project information as appropriate

**Other Requirements:**

- A positive attitude, even under pressure of deadlines
- Excellent communication skills
- High level of organizational skills, including multi-tasking
- Exceptionally detail-oriented
- Developing and maintaining an understanding of assigned client's industries, company culture, products/services and strategic communication plan
- Attending the needs of clients and continually identifying ways to add value to the client-agency relationship
- Strong work ethic and a self-starter who is motivated to stay on top of research data, competitive analyses, and industry articles/information pertaining to clients' business categories
- High competency level on Apple computers.
- Excellent grasp of software including but not limited to: Microsoft office suite (with special emphasis on Excel)
- Competency in Google docs, PowerPoint and Prezi a bonus

To apply, please send a cover letter and resume to BHW1 Advertising via:  
agencyhost@bhw1.com

Accepting applications through November 22, 2017