

Job Description: Account Coordinator
Reports To: Crystal Khoma
FLSA Designation: Full Time

Department: Global Enterprise Team (GET)
Location: 790 E. Johnstown Rd, Columbus, OH
Updated last: November 13, 2022

What you will accomplish: As an Account Coordinator, you will develop and grow Leaderpromos' global enterprise accounts. You will work alongside a dedicated Account Manager and with clients to recommend product options and offer promotional solutions while monitoring and supporting our sales order process.

Job Responsibilities:

- Source and recommend promotional merchandise suitable for the client's needs
- Assist with executing new incoming opportunities and requests for the Global Enterprise Team
- Function as a second contact when Account Managers are unavailable
- Consistently utilize CRM with sales activity
- Assist customers with quotes and samples as requested
- Build product presentations in collaboration with GET Account Managers
- Follow up on sample orders with the customer
- Enter orders into order entry system
- Take and resolve customer service calls for managing Account Managers

Qualifications:

- AS or BS in Marketing, Advertising, or relevant field
- 3 or more years' experience in the promotional product industry
- CAS or MAS Certification a plus
- Software Experience:
 - **Required:**
 - Office 365
 - Microsoft Office Products (Word, Excel, PowerPoint, SharePoint)
 - Order entry software
 - CRM

Required Skills:

- Ability to articulate effectively across various methods of communication.
- Excellent presentation skills: concise, articulate, confident
- Proficiency with time management and prioritization.
- Extensive experience working across multiple projects with various team members at once to accomplish project goals and deliverables
- Strong attention to detail.

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 a 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.

PHYSICAL REQUIREMENTS:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, and to verbally communicate to exchange information. The noise level in the work environment is usually quiet in office settings and moderate to loud in other situations, with both constant and sudden loud noises possible.

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.
