

Ketchum – Account Coordinator

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Job Description:

ACCOUNT COORDINATOR – BRAND PRACTICE

At Ketchum, we have a firm commitment to attract, retain and develop the best and the brightest in the business today. We invest in our professionals through Ketchum College training programs and mobilize our talent by carefully selecting the "best team" to serve each client's needs. We invite qualified candidates to explore the following opportunity:

The Brand team is looking for an entry level Account Coordinator who will act as day-to-day point person on high profile accounts.

- * Develop/update client status and budget reports on a monthly basis.
 - * Respond in a timely and professional manner to client requests or needs.
 - * Prepare and implement public relation program components for clients, including media contacts, special event coordination, writing and/or distribution of press releases, program writing and research.
 - * Help to coordinate all necessary materials for client presentations.
 - * Help to conduct agency brainstorming sessions to develop strategic/creative thinking for clients.
 - * Demonstrate an understanding of client budgets.
 - * Assist in the research/development of program components for current clients and new business opportunities.
- Maintain and update account files. Consistently strive to increase knowledge of agency/client procedures, your own knowledge of the public relations field, as well as your clients' business.
- * Be able to communicate effectively in all written and verbal reports.
 - * Be detail oriented and able to coordinate/participate in numerous tasks/projects in an organized manner.
 - * Strive to gain a basic understanding of the news media and how they operate.

Minimum Qualifications:

- * Bachelor's degree in Communications, Public Relations, Journalism, English, Marketing or related field
- * At least one year full-time related work experience and/or two internships
- * Strong writing skills
- * Excel skills and comfort with spreadsheets