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# Example of Coordinator, Account Job Description

Our company is growing rapidly and is looking to fill the role of coordinator, account. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for coordinator, account

* Individual will be dealing directly with other technical, creative and operations employees on a regular basis
* Receive and input ads promptly and accurately
* Handle cancellations, corrections and changes
* Assist in ad layout, proofing and obtaining customer approvals
* Ensure all ads are cleared from the ad-queue on a daily basis
* Coordinate ad production and interdepartmental needs with customers and company personnel
* Source monthly content planners from content provider, or broadcast / cable network, verify the data is accurate, supplement missing data
* Analyze planner for new series and obtain series art
* Enter all title orders for each customer in our internal asset management tracking system
* Perform title recognition of incoming asserts to the planners, working with the content provider to acquire missing asset

## Qualifications for coordinator, account

* Individual must be flexible in dealing with internal and external customers of different time zones
* Individual must be pro-active and have the ability to think quickly in order to ensure a timely turn around
* Individual must be able to communicate with all departments within DDS in order to ensure deadlines are being met, report back to company executives with the status of projects
* Must be willing to work extended hours as necessary
* Basic knowledge of online media landscape and sales strategy
* Work with third-party content providers and customers, maintaining relationships, making sure all assets and files on time