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# Example of Coordinator, Account Job Description

Our growing company is looking to fill the role of coordinator, account. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coordinator, account

* Verify production specs
* Create and/or provide feedback on project estimates and timelines
* Field and process internal information requests
* Maintain current work-in-progress records and archives of past project information as appropriate
* Proactively communicate with clients on a daily basis in a professional and efficient manner
* Attend the needs of the client
* Continually seek ways to add value to the client-agency relationship
* Accurately schedules customer ads and coordinates artwork
* Accurately sets up new customer accounts and contracts, Assists with account reconciliation needs
* Drive retail sales to achieve plan, focusing on store rank and gaining market share

## Qualifications for coordinator, account

* Exceptionally organized with strong attention to detail
* Communicate and manage sales expectations and strategies while adapting and meeting the needs of retailer environments
* Review store performance seasonally with store management teams and Sales Director
* Strengthen brand and retailer relationships by partnering with retail District Managers to identify key business drivers and best practices critical for growth for each specific door
* Track and report sales goals and achievements on a monthly basis
* Partner with brand and retailer to determine and address the needs of individual stores