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# Example of Coordinator, Account Job Description

Our growing company is looking for a coordinator, account. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for coordinator, account

* Exercise good judgment and resourcefulness in addressing and escalating issues as they arise
* Communicate with critical departments regarding project specs, revisions, and approvals
* Perform database testing and provide relevant feedback
* Extract registration and revenue data from corporate systems
* Compile reports for Accounting and identify ACTIVE vs
* Edit reports for customizations per sales process and deal terms
* Review and validate final customer reconciliations from Accounting for accuracy
* Support the Account Team to ensure day-to-day execution meets or exceeds overall client expectations with respect to a high level of client service, overall program strategy, schedules/timelines (develop with edit and production) and overall creative with clear/concise communications to client and internal team
* Support the Account Manager on client retention (secondary – account expansion) and by helping to implement regular internal client reviews
* Assist the AM in ensuring the program message and approach are on-strategy with client/program goals

## Qualifications for coordinator, account

* Generally requires 0-2 years related customer service experience
* This position is based in Knoxvile
* At least 2-3 years of account service or customer service experience
* Must have the ability to work effectively as part of a team and independently
* Must be follow confidentiality guidelines
* Working knowledge of Xytech a plus