

# ACCOUNT COORDINATOR

**Q: WHO IS A NINJA OF ORGANIZATION, SOLVES PROBLEMS BEFORE THEY HAPPEN,  
AND THE NEXT PERSON TO JOIN OUR BEHIND-THE-SCENES DREAM TEAM?**

**A: OUR NEXT ACCOUNT COORDINATOR.**

LMNO is Saskatchewan's largest marketing consultancy and creative agency. We're looking for somebody with a strong desire to learn and grow with our talented Client Services team, a team player who wants to learn the agency business inside and out. This role requires a detail-oriented eye, the ability to juggle multiple projects and deadlines, and building of strong relationships with the agency team.

## RESPONSIBILITIES

- Providing support and assistance with day-to-day management of accounts
- Staying up-to-date on client activities and providing backup when Account Managers need a helping hand
- Gathering background information to help inform projects and creative briefs
- Stays up-to-date on client industries, competitors and trends
- Leads development of copy decks, contact reports and client presentation content
- Proofreading copy, artwork, agency and printers' proofs

## QUALIFICATIONS

- Post-secondary education in Marketing or a related field
- Agency experience is an asset
- Demonstrated record of success in project management
- Mastery of Microsoft Office programs. Knowledge of the Google Suite of programs. Advantage software experience is an asset
- Highly effective verbal & written communication skills
- The ability to manage multiple projects simultaneously

Do you have the drive and passion to be our next Account Coordinator? If so, please forward your cover letter and résumé to Corey Michel, Client Services Director, by email to [careers@meetlmno.com](mailto:careers@meetlmno.com) by **Friday, May 10, 2019**.

Only shortlisted candidates will be contacted. No phone calls please.

We can't wait to meet you.