

SmartTouch® Interactive –
Account Coordinator at Digital Marketing Agency

SmartTouch® Interactive is seeking an experienced, highly-driven Account Coordinator to become a part of our dynamic team. If you are a talented, detail-oriented individual who is looking to sky-rocket your career at an Austin based agency, we'd love to meet you.

We are a real estate digital marketing agency and lead-nurturing CRM/Marketing Automation solution provider. We work predominantly with residential home builders and developers, which can be strenuous and demanding but also very fulfilling.

The Digital Marketing Account Coordinator will assist the Account Manager to ensure that client campaign strategies are implemented in a timely manner and within the set budget.

You'll play a role in planning, coordinating, and implementing advertising campaigns; support creative and production teams and contractors in order to complete creative deliverables on time and aligned with client expectations; assist in marketing project management; and take the lead on smaller client accounts after a set period of time with SmartTouch®.

This is an in-office position so applicants must be based in Austin or willing to commute.

Responsibilities:

- Assist in the management of client and agency team expectations, day in and day out, and help clear roadblocks to success.
- Manage the execution of effective and timely work products/work orders by updating project statuses in our project management system (Active.Collab)
- Adhere to strict deadlines on all marketing deliverables and production.
- Review and proof deliverables, presentations, and collateral for quality assurance.
- Assist with reporting and outcomes against a set of defined business goals and KPIs.
- Juggle multiple projects and clients with on-going attention to detail.

Ideal Candidate will have:

- 0-2 years of relevant advertising and/or marketing experience.
- Bachelor's degree in marketing, advertising, business or related field
- Former agency or big brand experience.
- Experience working with remote teams.
- Proven ability to drive projects and initiatives from start to finish.
- An unwavering passion for advertising and an unstoppable drive to bring the best work to life.
- Willingness to wear multiple hats and pitch in where needed.
- Ability to collaborate effectively with all levels and functions.
- Ability to travel up to 2 times per quarter.

- Strengths in both IQ and EQ. You are as adept at reading data for insights as you are at reading clients for feedback.
- Real Estate industry experience is a plus.

SmartTouch® Interactive Culture:

- We work hard and play hard – this is not a typical 9-6 opportunity.
- Passionate about sports, animals, and loud noises
- We would never be described as faint-of-heart
- We put our team members first – if one person is happy, we're all happy.
- Did we mention sports is life? (only for about half of the office)

\$36,000.00 – \$42,500.00 annual starting salary based on experience. Tremendous career growth potential and management opportunities for someone who is driven and wants to propel their marketing professional career!