



LEMMONTREE MARKETING GROUP
Division of LemmonTree Enterprises, Inc.
3010 S. Priest Drive, Suite 103
Tempe, Arizona 85282
Phone: 480. 967.1405 ▼ Fax: 480. 967.1407

Position/Title: Client Services Coordinator

Job Description:

Entry level account management position responsible for assisting the Client Service Team while acquiring the skills and knowledge to move into other Client Service positions.

The successful candidate will have a working knowledge of marketing and work with the Client Service Team on all facets of marketing/advertising campaigns in accordance with goals and objectives of each client's marketing plan.

Job Requirements:

The position requires a bachelor's degree in marketing, communications, or related field. Some professional experience preferred. Good oral and written communication as well as being computer literate (MS Office, specifically Word, Outlook, Excel, PowerPoint) are key.

Job Responsibilities Include:

The Client Service Coordinator will be responsible for creating internal/client correspondence (such as job forms, purchase orders and memos), updating and maintaining client information (including creative samples and marketing plans), proofing projects and ensuring that they are done on time and within budget, interacting with vendors regarding client work, conducting secondary research and assisting with writing proposals. Furthermore, the Client Service Coordinator will monitor, help execute and update client timelines and budgets for large full-outsource clients.

Additionally, the Client Service Coordinator will be required to share in general office responsibilities, including answering the phone, filing, greeting vendors, etc.

Salary Range: Depends on experience, starting high twenties to mid thirties

Submit Résumé and Cover Letter to: **HR**

Preferred Candidate Resume Submission/Contact Method is via Email

E-mail: personnel7@lemmontree.com

Fax: 480.967.1407