

Account Coordinator – Promotional Products Marketing

FUNCTION	Account Coordinator – Promotions
REPORTS TO	Account Director – Promotions

ABOUT TSMGI

TSMGI (The Specialized Marketing Group, Inc.) is a global sports, event, and promotional marketing company, specializing in innovative programs that move brands, grab attention and spark conversations. TSMGI combines the personalized attention and passion of a small business with the big ideas and fully integrated capabilities of a larger agency. Founded in 2000, TSMGI client list includes a variety of Fortune 500 companies, as well as individual leaders in each of their markets. TSMGI has been recognized by Chief Marketer Magazine as a "Top 200" agency each year since 2008. Headquartered in the northern suburbs of Chicago, TSMGI also has offices and key personnel in Milwaukee, Wisconsin; Lexington, Kentucky; Charlotte, North Carolina; Denver, Colorado; and Madrid, Spain. For additional information on TSMGI, visit www.TSMGI.com or follow @TSMGI on [Instagram](#), [Twitter](#) or [LinkedIn](#).

JOB SUMMARY

The Account Coordinator – Promotions is accountable for managing and facilitating the day-to-day execution of various promotions programs (branded promotional merchandise and premiums) to achieve the goals of both the clients and TSMGI. Primary responsibilities include program management (both existing and future), client support services, client communications, sales order processing, vendor engagement and new sales / program development.

KEY RESPONSIBILITIES

- ✓ Learns to manage various promotions programs
- ✓ Coordinates the development and sales of various promotional items for numerous clients, from small to mid-sized companies, to global Fortune 500 organizations
- ✓ Strategically sources products from vendors, negotiates pricing, processes orders and ensures delivery
- ✓ Places orders through TSMGI integrated order entry system
- ✓ Collaborates with TSMGI's Sports & Event Marketing departments to coordinate and execute various programs
- ✓ Manages the relationship with the outsourced fulfillment vendor
- ✓ Performs problem solving / resolution on customer director orders
- ✓ Engages in direct client interaction and communication
- ✓ Monitors order status from start to finish
- ✓ Develops relationships with key customer marketing managers and field services

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SKILLS / QUALIFICATIONS	KEY DELIVERABLES
<ul style="list-style-type: none"> • Attention to detail • Outstanding project management skills • Solid communication skills – oral and written • Copywriting skills • Time management skills • Keen merchandiser • Strong organizational and multi-tasking skills • Resourceful problem solver • Customer service orientation • Understanding of basic promotions processes • Bachelors degree in relevant disciplines is valued • Computer software skills (Mac OS & Microsoft Office suite, etc.), and hardware familiarity (Mac, PC, tablet, mobile devices, etc.) • Models the values to which TSMGI is committed (honesty, integrity, friendly, engaging, service oriented mindset, etc) 	<ul style="list-style-type: none"> • Client's programs achieve established goals • Client feedback indicating high levels of satisfaction • Proactively manage deadlines & deliverables • Visually appealing, sales-generating programs • Follow through on projects and programs • Solid relationships with vendors • Positive contributor to values-driven culture • Clear, articulate and effective communications • Budget and fiscal responsibility • Maintains a positive outlook, with a can-do / will-do attitude, while reinforcing the family-friendly culture established within TSMGI.

KEY CONTACTS

- ▶ External
 - Clients – marketing, sales, employee relations, purchasing, accounting
 - Prospects – marketing, sales, employee relations, purchasing
 - Vendors – sales, production, accounting

- ▶ Internal team members
 - Promotions department, general management, accounting / finance, purchasing, warehouse / operations

APPLICATION INSTRUCTIONS

- ▶ Submit resume, cover letter and references to jobs@tsmgi.com

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Physical Requirements

- NP Not Present
- O Occasional (up to 25% of time)
- F Frequent (26%-74% of time)
- C Constant (75% or more of time)

Requirement	Check All That Apply				References
	NP	O	F	C	
• Standing/Walking: Remaining on one's feet in an upright position at a workstation or moving about a work area.		X			
• Sitting: Remaining in the normal seated position.			X		
• Carrying: Moving an object, usually by holding it in hands or arms, or on shoulders.			X		
• Lifting: Raising or lowering an object from one level to another using hands, arms and/or shoulders, back & legs.			X		
• Pushing/Pulling: Exerting force upon an object so that the object moves away from/toward the force.		X			
• Climbing: Ascending or descending ladders and stairs using feet and legs, and/or hands and arms.		X			
• Traveling: Requires travel outside geographic region.	X				
• Stooping: Bending body downward and forward by bending spine at the waist.			X		
• Kneeling: Bending legs at knees to come to rest on knee or knees.			X		
• Reaching: Extending hand(s) and arm(s) in any direction.			X		
• Handling: Seizing, holding, grasping, turning, or otherwise performing precision work with hand(s).			X		
• Bending/Twisting: Continual, intermittent rotation of the spine.		X			
• Talking: Expressing or exchanging ideas by means of the spoken word.				X	
• Hearing: Receiving detailed information through oral communication.				X	
• Vision: Clarity of vision at near and/or far distances.				X	

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<ul style="list-style-type: none">• Computer Usage or other special equipment operated.				X	
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