

Account Coordinator

25/02/2020

The Company

Polite Social is a creative and experiential agency focused on content creation and visual innovation. We design moments people get excited about and use smart technology to capture and share them.

We are known for our innovative approach to briefs, our ability to create striking creative content, and our expertise in delivering live amplification of this content both pre, during, and post event. We work in photo, video and GIF.

We build technology to deliver cinematic social content, fast. Our products automate capture, post-production and social sharing. Processes that normally take hours, take seconds.

Oh, and we've got siblings - our sister agency, Polite Promotions, provides brand ambassadors for experiential campaigns with over 1,400 staff nationally. We work with emerging clients like Bumble, Instagram, Facebook, and traditional ones such as Vodafone, MasterCard, ANZ, Microsoft, Virgin, Kia and Adidas.

The Role

We provide social photo, GIF and video solutions at brand activations, corporate events, product launches and private parties. We're on the look out for a switched on and dedicated individual to take on the role of Account Coordinator.

As part of the client services team, you will ultimately be responsible for leading and developing the delivery of your client's campaigns which span retail, fashion, tech, sport and more. You'll be part of a team of three other account managers and work collaboratively with two designers and production crew.

You will, with the help of the wider team including creative, production and design, create and deliver unique, innovative and creative proposals to briefs in order to win new business.

You will oversee client relationships with both agencies and direct brands in order to grow your accounts, communicating with them regularly and being an indispensable partner to their content and social marketing strategies, ensuring we are front of mind at all times for any social film and photography needs.

You will also identify opportunities through both developing existing relationships and approaching new clients within your sector, in order to increase sales.

You will be confident in developing supplier relationships and be comfortable liaising with them as required in order to provide additional elements outside of current stock. Bonus points if you call yourself a logistics whiz as we facilitate events all over the country and have plenty of moving parts to keep track of!

Please only apply if available for a minimum of 12 months.

The Candidate

We're a small, tight-knit team of creative and committed individuals who love all things social and events. Our ideal candidate will:

- Have an undergraduate degree in Marketing / Communication.
- Have one 1+ years minimum in a focused account role within the experiential or digital / social / events industry.
- Have excellent communication and interpersonal skills, with fantastic attention to detail and is highly organised.
- Have experience delivering national and state-based engagement campaigns with lots of moving parts.
- Have experience working with the Google Suite and is quick to learn new processes and platforms.
- Have a proven track record within a client focused events or marketing environment and are now looking to grow your career with a niche and rapidly growing agency.

- Have a proven ability to work independently, demonstrate initiative, and manage stressful situations in a positive and professional manner.
- Be articulate, smart, well presented and driven to deliver the best possible results for our business and our partners.
- Be confident, strategic, creative and skilled at building long lasting relationships.
- Want to grow their career with a fast moving, market leading company.

So Why Work for Us?

Well, if we haven't floated your boat already, and taking a look at the work we deliver didn't get you all weak at the knees, here are some other reasons why you might want to join us;

We have fun. This industry is hard work – demanding clients and long hours, but we like to think we're pretty good at having fun whilst we do it. Our staff retention rates are testament to that.

We are fair. Working on the weekend? Don't get any time off back for your hard work? We don't expect you to give us your life. Why would we? Work an hour at the weekend, get it back in lieu at a time that suits you.

We are ambitious. Independently owned and run, with big dreams, we have a clear plan in place and are focused on making it happen.

We are innovative. Constantly pushing boundaries and leaders in our field, we often create first to market products and experiences that simply haven't been seen before.

We are a family. We spend the majority of our lives at work, which means we spend more time with our colleagues than our nearest and dearest. We like to think we've created an extended Polite family, and only recruit seriously talented members to be part of it.

Want to Apply?

Please e-mail: josh@politesocial.com

- Brief cover note
- CV

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- Your available start date