



## Account Coordinator

Are you interested in starting an agency career with an opportunity touch all disciplines in the marketing process? Grade A Strategies, Inc. is seeking a full time marketing professional to work as an account coordinator for all aspects of its business. Grade A, located in Delafield, Wisconsin, is an integrated marketing services provider with focus on business-to-business marketing for companies supporting agriculture and manufacturing industries.

### Responsibilities:

- Manage and assist with day-to-day strategic marketing initiatives for agricultural and industrial clients
- Support implementation of integrated marketing communication plans and supporting budgets based on defined client objectives
- Assist in tactical execution of approved projects
- Support brand strategy implementation
- Assist in public relations activities with media support and content development
- Monitor and assist in social media initiatives
- Support development of creative and technical content
- Attend and/or plan client meetings and industry events
- Represent firm at meetings and events
- Interact with strategic business partners like freelancers, printers or media representatives
- Proactively track and document results

### Qualifications

A Bachelors Degree in marketing, communications, agribusiness or related field. Ideal candidate should possess a high level of organizational skills, the ability to manage multiple tasks or projects at one time and be able to creatively solve problems and implement effective solutions that support objectives. A background in dairy, livestock or other agriculture production disciplines a plus. Additional qualifications include:

- Strong verbal communications and presentation skills
- Developing professional writing skills
- Ability to build and sustain relationships with dedication to customer service
- Proactive thinking with ability to bring new ideas to the table
- Proficiency in Office suite of applications
- Understanding of Adobe Creative Suite, basic photography, shooting video and editing a plus

Grade A Strategies, Inc. offers a comprehensive compensation package that includes PTO, paid holidays, summer hours, health insurance, Simple IRA matching contribution program and flexible work/life balance.

Send resume to Jon Anderson at: [janderson@gradeastrategies.com](mailto:janderson@gradeastrategies.com)