

Account Services Coordinator

Position Description:

The Account Services Coordinator works with President and Account Directors to support client accounts and services for the firm. The position is an excellent opportunity for an individual interested in developing skills and experience of client services, communications and management support.

Qualifications:

Minimum 2 years related experience in office services, administrative or assistant experience, with interest in PR and communications. Ability to work in a fast-paced environment and awareness and experience with community issues and current events.

Successful candidates must be able to organize and implement multiple projects accurately under tight deadlines, possess excellent written and oral communication skills. Must be highly motivated, outgoing, organized and efficient multi-tasker. Experience with Microsoft Office, Google Documents, file sharing applications is essential. Social media, graphic design, and website design are a plus. Bachelor's degree in Communications, Journalism or related, preferred.

Responsibilities:

- Account services
 - Assist with preparing client invoices and summary activity reports
 - Manage account team administrative reports
 - Database management—media, clients, partners
 - Support firm's website updates
 - Oversee office management and operations
- Client services
 - Provide client support to President and Account Directors
 - Assist with research, preparing client work plans, client summary reports
 - Note-taking, project tracking and client support activities.
 - Maintain master calendar and provide scheduling support of client meetings, outreach events, press conferences, media events.
 - Assist with social media and media monitoring and reporting

Salary: Commensurate with experience.

Application Procedure:

Please submit a resume and cover letter summarizing experience to hello@nakatomipr.com. Nakatomi & Associates is an Equal Opportunity Employer.

About Nakatomi & Associates:

Nakatomi & Associate is a communications firm dedicated to advancing social change and equity through awareness campaigns and community engagement initiatives. N&A has created customized campaigns to address health and social disparities. N&A team members share a personal commitment to racial justice and social equity and are proud of our legacy of supporting mission-driven organizations and values-driven leaders.