

WDA

Job Description For:

Account Coordinator / Graphic Designer

Position Title:	Account Coordinator / Graphic Designer
Reports To:	Operations Supervisor & Operations Manager
Account / Project Report:	Major Client
Department:	Operations
Business Units:	N/A
Position Description:	<p><i>Position Summary</i></p> <p>Working with a portfolio of clients assigned to you to ensure all of their advertising and marketing requirements are met in an efficient and timely manner.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none">➤ Organising your clients advertising requirements within the specified agency/publication deadlines including advertising bookings and supply of advertising material to publications.➤ Assist clients with any questions they may have regarding CampaignTrack, advertising booking and material supply deadlines, or other general queries regarding their overall marketing.➤ Where necessary assist your clients in their design requirements that do not allow for online design through InDesign and MultiAd Creator including promotional and property advertising.➤ It is important that you remain well informed in the use of WDA's online systems, CampaignTrack and JobTrack.➤ Hold a high level of expertise in policies and procedures relating to the clients brand, ensuring that you stay abreast of changes and updates to the client's

	<p>brand guidelines.</p> <ul style="list-style-type: none"> ➤ Quality check final high-resolution artwork files for spelling/grammatical mistakes and print requirements in adherence to the client's brand guidelines. ➤ Provide exceptional customer service at all times and utilise the operations team whenever and wherever possible. ➤ Should any difficult or unknown situations arise, always communicate with the operations team. ➤ As an employee of WDA it is your responsibility to ensure you represent WDA in a customer focused, courteous manner. Through your attire, presentation and conduct we rely on you to promote WDA as a professional advertising agency.
Measure of Success	<ul style="list-style-type: none"> ➤ Promotes a happy and harmonious working environment and works well as part of a team. ➤ Maintain excellent client and colleague relations. ➤ Extremely organised and meet daily deadlines. ➤ Represent WDA in a customer focused, courteous manner.
Skills Required	<ul style="list-style-type: none"> ➤ Very organised, able to manage own time. ➤ High attention to detail. ➤ Ability to work to deadlines. ➤ Strives for high quality levels in work and is always willing to double check final output. ➤ Excellent verbal communication skills. ➤ Design skills and background an advantage.
Personal Qualities	<ul style="list-style-type: none"> ➤ Positive attitude. ➤ A good communicator. ➤ Well presented. ➤ Willingness to learn and work as part of a team.