**Account Coordinator**

Job description – April 2021

Atlas Marketing is actively seeking a full-time Account Coordinator to join our team in Lancaster, PA. The ideal talented, outgoing candidate is intelligent, optimistic, organized, creative, and dedicated to constant self-improvement. At Atlas, we wear many hats and pitch in to help our team with what is needed to tell our client’s stories effectively. Our team is intentionally small, but mighty, fluid and flexible as we work with our partners to tell their story in memorable ways that connects and engages with their audiences. And if that’s not enough, we are committed to striking a work/life balance, always up for learning something new, and having a little fun along the way.

Responsibilities include...

* Agency support
* Client interaction
* Market research
* Content Writing (social media, website, brand messaging, etc.)
* Building and delivering reports
* Routine campaign maintenance

The Ideal Candidate

We're building a culture that centers around delivering great work to our partners, while having fun doing it. To ensure we are an excellent fit for each other we will want to first confirm your core values align with ours:

* You are Honest (trust is everything)
* You are Accountable (no excuses)
* You are Motivated (driven to succeed)
* You are Passionate (you care about your work)
* You are Balanced (you know work and life have to co-exist)
* You are Organized (you know how to manage your day)

If this sounds like you, hang tight. We still need to confirm a few skills or qualifications you should have:

* Bachelor’s degree
* Project/account management experience
* Strong written and verbal communication skills
* Outgoing personality
* Basic Office product skills (Word, Excel, PowerPoint, Outlook)
* Digital automation software/systems experience

Bonus points for:

* SEO Optimization experience
* HTML or general coding knowledge
* WordPress knowledge
* Content writing experience
* Social media management
* Office365 skills (TEAMS, SharePoint, Power BI, etc.)

What Atlas brings to the table:

* A leader in construction marketing on a regional and national level
* Clients that span the globe, country and region
* Casual work environment
* Opportunity to learn from Atlas Way
* A committed team of professionals
* Professional work environment focused on developing your skills

If this paints a familiar picture, we want to hear from you! Email your resume, cover letter and portfolio to Beth Martin at [Beth@AtlasStories.com](mailto:Beth@AtlasStories.com). If your story connects with ours, we’ll be in touch.

Tell YOUR story

We tell stories for people who build things, and we recognize that any person regardless of race, age, religion, identity or experience can tell a story. We want you to work hard, have fun and help us grow. More important, we want you to be yourself.