

Account Coordinator

Location: Houston, TX (onsite)

Hours: Full-time (45-50 hrs/week)

Experience: Bachelor's degree in Marketing, Communications or Advertising and SOME professional marketing experience, preferably in an agency setting

Please Note:

This position requires around-the-clock flexibility. Sometimes, you'll be working (or need to be available) before or after hours, on weekends, holidays, etc. – and often on short notice. This includes responding to emails, texts and/or phone calls.

That's agency life, baby!

The Brief

Are you ready to kickstart your marketing career in a world where creativity reigns, deadlines are challenges to conquer and no two days are ever the same? Satori Marketing is searching for an **Account Coordinator** who's as passionate about client success as we are about tacos on Tuesdays. (And Fridays. And, well, whenever.)

You'll manage multiple campaigns like a pro, whether it's social media, web updates or email campaigns, keeping everything on track. You'll dive deep into market trends, uncover key insights and help our team strategize killer campaigns that hit the mark. Deadlines won't scare you—you'll ensure timelines are met and projects stay on target without breaking a sweat. Staying organized will be second nature, as you'll keep briefs, reports and tasks neatly managed and ready for action.

Whether it's a phone call, email or a quick Zoom meeting, you know how to keep everyone in the loop. You're a team player who thrives in a fast-paced, collaborative environment, and most importantly, you love learning new things and are always up for a challenge.

Meet Satori

To most, Satori means sudden enlightenment (like, "Whoa...I just found my perfect job opportunity!") But to us, it's so much more. Satori is a noun. It's an adjective. Sometimes, it's even a verb ("We need to Satori the ___ out of this"). The Satori team moves as one unit—Account Service, Creative, Media, Strategy and Social Media—and we move swiftly. We're driven by culture, of the team, and of the moment. We walk, talk and think like humans, not like marketing robots or bigwig wannabes. We're real and authentic—sometimes to a fault (we might cuss a little, too). And we support our clients and each other like family. When it comes to people joining our team, we look for those who do the same.

Satori is an equal-opportunity employer. We do not discriminate based on race, ethnicity, religious affiliation, color, creed, national origin, sexual orientation, marital status, physical disability, or other characteristics protected by state, provincial, or federal law.

Position Responsibilities

- Serving as a point of contact for clients and building strong relationships with them.
- Overseeing execution of campaigns and helping to ensure project deadlines are met.
- Identifying new business opportunities with existing clients.
- Working closely with the Account Service and Creative teams to help ensure strategy and deliverables align with client goals.
- Addressing any issues that arise with projects and helping to ensure they're resolved swiftly for clients.
- Staying informed on industry trends, client competition and best practices.
- Providing clients with regular updates on campaign performance and metrics.
- Completing special one-off projects when necessary.
- Traveling to meetings, conferences and training, as needed.
- Memorizing the Satori Core Values and understanding they're a way of life.
- Performing other assorted duties, as assigned.

Position Must-Haves

- Bachelor's degree in Marketing, Communications or Advertising and SOME professional marketing experience, preferably in an agency setting.
- Excellent verbal and written communication skills.
- Fluency in Microsoft Office, Excel and PowerPoint.
- Ability to manage multiple tasks and keep track of multiple deadlines.
- Ability to prioritize tasks and manage time efficiently in a fast-paced environment.
- Flexibility to handle changing client needs and project requirements on short notice.
- Ability to think on your feet and provide solutions when challenges arise.
- Be a self-starter who is searching for an opportunity to work in a dynamic environment.
- Ability to work autonomously without constant supervision.
- Ability to manage stressful situations (you know those deadlines), stay organized and put in extra hours when needed.
- A desire to learn and participate in the growth of a rapidly expanding company.
- A good (borderline great) sense of humor and willingness to let loose and have fun, even in the midst of killer, make-your-head-spin deadlines.

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Physical Requirements

Work is performed in an office setting, but travel is a possibility. You may be subject to sitting, standing or walking for extended periods of time (especially if this helps the creative juices flow). You must be able to lift up to 50 lbs. (or be able to convince someone to do it for you).

If this sounds like your kind of gig, email HireMe@satori.agency with:

- **Your résumé**
- **Answers to the following questions:**
 - In one sentence, describe how you **work best**.
 - One of Satori's core values is "**F*ck your ego**." Tell us in 2-3 sentences what that means to you.
 - What are two things you do on the regular to be a **good human**?
 - What's your **creative superpower** and how will you use it to impact the work you do for our clients?