

Position Description

Account Coordinator or Account Manager

Vehr Communications is looking for a talented professional near the beginning of their career or considering new professional challenges. We are an integrated marketing and communications agency that builds brands. We focus on delivering meaningful outcomes that we know can be achieved with clear objectives, solid strategies and tactics, disciplined creativity, flawless execution and hard work. We believe in relationships over transactions. We partner. We listen. We challenge. We learn. We deliver results. We make a difference. And, we have fun in the process.

Position Summary: We are seeking the best candidate available, ideally with prior agency or corporate communications experience or extensive and directly relevant experience in their undergraduate studies. Candidates should have a fresh perspective and solid understanding of strategic and integrated communications to benefit our diverse client roster. We need self-motivated, team-oriented, proactive, results-focused, flexible and just plain nice individuals who will add value to our team on their first day. Our hybrid work plan is currently in development and will provide appropriate flexibility for those who need it and have demonstrated the ability to be productive within it.

Position Relationships: An Account Coordinator or Account Manager has the opportunity to work directly with clients and all employees of Vehr. All employees are accountable to the CEO and President. All employees work on teams in support of our clients. Formal performance reviews are provided annually. A mentor relationship is established for each employee. Quarterly goal-setting and regular mentor interaction are standard.

Position Duties and Responsibilities:

- Demonstrate a passion to serve clients and to learn about their businesses.
- Take an active role in meetings with Vehr team members, clients and partners.
- Apply creative thinking to client challenges and opportunities.
- Provide flawless, clear and concise written communications to clients and colleagues.
- Implement strategic communications programs for clients. Work may include social media planning, management and buying; media relations; content development; event planning; research and more.
- Access, review and interpret digital, social and media analytics.
- Identify and apply marketing, social, digital and media trends to client programs.
- Gain proficiency in marketing and analytics platforms required by client programs.
- Ensure client programs are on track and delivered on time and on budget.
- Monitor and report progress against KPIs associated with client programs.



Specific Requirements Include:

- Basic understanding of integrated communications.
- Desire to learn and grow on behalf of Vehr and our clients.
- Strong oral communicator.
- Exceptional editing and written communications skills.
- Basic knowledge of Facebook, Twitter, Instagram and LinkedIn as well as Google Analytics.
- Basic knowledge of media database/tracking and social media management/tracking platforms.
- Understanding of the political, economic and social climate as it relates to client businesses as well as trends and issues affecting our industry.
- Willingness and ability to work well in teams.
- Demonstrated attention to detail.
- Ability to multi-task and stay organized across multiple client teams.
- Ability and commitment to enter time daily into Vehr's project management system.
- Honesty, always, with clients and colleagues.
- Prior agency or corporate communications experience or extensive and directly relevant experience in undergraduate studies.
- Bachelor's degree in public relations, journalism, marketing, communications or related field of study.

Vehr is an Equal Opportunity Employer. We offer competitive compensation and benefits. All employees are required to sign an employment agreement that will be provided for review in advance of execution.

The information contained in this position description is neither intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job.

If interested, please forward a cover letter and resume to:

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