

New Business & Awards Coordinator

The New Business & Awards Coordinator supports both the new business process and the agency's award submissions. They help bring order to chaos and are responsible for the successful and timely completion of new business proposals and awards submissions. This is a great opportunity to be involved in all the ins and out of an agency. This role reports to the Marketing & Communications Director and will have exposure to the creative leadership, Chief Operating Officer and all teams within the agency.

Key Responsibilities:

New Business Process Support:

- Manage day-to-day project execution through creative, studio and production.
- Take meeting notes and create accurate contact reports in a timely manner.
- Coordinate and support new business work schedules.
- Research for competitive analysis.
- Proofreading agency documents.
- Prepping and uploading new business materials to appropriate locations.
- Help the Marketing & Communications direct manage the new business case study library and other new business presentation assets.

Awards Management:

- You will manage the awards calendar, ensuring everyone is aware of what is due and when.
- Manage the process for assigned award shows like a project – with timelines, briefings (where needed), check-ins, reviews and deadlines.
- Facilitate the development of creative assets, and make the submissions for assigned awards shows.
- Communicate with various award show representatives to ensure proper entry.
- Maintain agency files (assets) of Best Work, archiving campaigns when they are done their run, and tracking what is eligible to be entered into upcoming shows.
- Track shortlists, wins and competitive reviews.
- Coordinate attendance at award show galas.

Qualifications:

- 1-2+ years in a creative agency environment.
- Good understanding of agency resources, tools and processes.
- Incredibly well organized.
- Good at managing projects.
- Discrete. Understand how to work with sensitive/confidential information.
- Collaborative.
- Receptive to change.
- Fanatical attention to detail.
- Positive energy. You take the work seriously, but don't take yourself too seriously.
- You are hungry and passionate. You take action and go the extra mile.

To apply, please email your resume to Sylvia Stultz sylvia.stultz@zulualphakilo.com