

**PETER JACOBSEN SPORTS, LLC**  
**Job Description**

**Title:** Account Coordinator

**Reports to:** Vice President

**Effective Date:** 10/15/2019

**FLSA Status:** Non-Exempt

**General Position Summary**

Provide support to the B.U.L.L. Session tournament director, including sales document preparation, database maintenance, customer relations, e-newsletters, website maintenance, volunteer program coordination, auction item procurement, and general assistance during events.

**Essential Functions/Major Responsibilities:**

The following represents typical responsibilities of the account coordinator. Not all responsibilities apply to all coordinators and some coordinators may have unique assignments above these responsibilities. Some coordinators may be assigned to support specific events while others will offer general coordination/support wherever needed.

1. Create, produce and distribute sales proposals/contracts. Maintain proposal files and contracts.
2. Develop and maintain sales databases.
3. Maintain, produce and distribute weekly sales reports.
4. Reconcile and balance sales report to accounting monthly.
5. Coordinate and organize sponsors/inventory for events such as the golf tournament, dinner & auction and spring event.
6. Maintain ongoing communications with sponsors, responding to their questions and concerns and providing strong customer service.
7. Coordinate B.U.L.L. Session volunteer program.
8. Perform other tasks necessary to ensure success of the event.

**Secondary Functions:**

1. Create other collateral material as needed.
2. Assist with on-site operational duties as needed.
3. Auction fulfillment, fair market determination, and payment collection.
4. Assist the Chief Financial Officer with various accounting duties.
4. Assist with other PJS client projects as required or assigned.

**Accountabilities:**

The position involves a moderate degree of complexity because of the large number of sponsors, events and correspondence associated with the events. The position encounters frequent and varied work situations. The position operates from established and well-known procedures but may have responsibility for recommending changes to practices and procedures to standardize and/or improve efficiency. The position receives a moderate degree of supervision. Errors and omissions in contract preparation may influence how contracts are administered. Errors in judgment influence relationships with sponsor/customers, disrupt the flow of the event and, at the extreme, embarrass or damage the image of PJS Communications are frequent both inside and outside of the organization. Contacts sometimes involve confidential/sensitive matters. Most contacts are completed through the use of telephone and electronic communications. Most outside contacts involve sponsors and customers.

**Knowledge, Skills and Abilities:**

- General knowledge of the company's goals, objectives, policies and procedures.
- Good working knowledge of all departments and how they relate to sales, sponsor and customer relations, etc.
- General knowledge of business and sales techniques.
- Skill in using computer hardware and software (intermediate level) including Excel, Word, PowerPoint, and CRM software.
- Ability to manage time effectively and efficiently and remain organized while multi-tasking.
- Ability to communicate (both verbally and in writing) clearly, effectively and positively at all levels.
- Ability to establish relationships through the use of sound interpersonal skills.
- Ability to think quickly and to use judgment and creativity in solving problems.
- Ability to pay attention to details and to follow-up as needed.

The position requires the continuous need to read, write and speak English, practice interpersonal skills and teamwork, provide strong customer service and perform basic math. The position is frequently required to exercise creativity, use discretion, solve problems, and use independent judgment or take independent action.

The position requires continuous listening, talking, reaching, and handling. The position requires frequent standing, sitting, walking and grasping. On occasion, the position incumbent is required to pull, push, lift, and carry up to 15 pounds.

**Education/Experience:**

The position requires an Associate's degree (Bachelor's degree preferred) or equivalent specializing in marketing, business or communications along with 2 years of progressive experience in the use of software and event coordination.

**Environment:**

Work is performed in a normal office environment some work performed off-site and out-of doors surrounding events. The work involves overtime and occasional travel during peak periods and extensive close work and CRT monitoring.