



**Position:** ACCOUNT COORDINATOR  
**Position Type:** Full Time/Project  
**Time Range:** February – June 2012

Rex Public Relations has an account coordinator position open for an ambitious individual who enjoys working in a fast-paced, creative environment. The position is for a four-month period with the opportunity for fulltime employment at the completion of the probationary period. Fulltime employees receive competitive salary health benefits, paid holidays and 401k.

**QUALIFICATIONS:**

Bachelor's degree; writing samples, excellent communication skills and decorum; good client relations and the ability to take initiative and manage multiple projects in a team environment under tight deadlines.

Ideal candidate is well-versed and effective in social media platforms, including Facebook, Twitter, YouTube and Google+.

**DUTIES MAY INCLUDE:**

- Research, planning, execution and tracking results of campaigns and projects
- Event planning, media relations, social media
- Writing and editorial planning
- Assisting clients with daily needs
- Delivering results to clients

**SKILL REQUIREMENTS**

- Microsoft, Outlook, scheduling, mail merges; Excel, Power Point, maintaining distribution lists; preparation of reports and timelines.
- Knowledge of InDesign and Adobe Creative Suite a plus.
- Photography and video skills also a plus.

**SEND MATERIALS TO:**

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