



## Client Services Coordinator

### Company Description and Mission

Biking Billboards offers a smart and personable alternative to traditional advertising to its clients. Using bikes trailing billboard advertising, Biking Billboards takes clients' messages "on the road". With targeted, high-visibility routes, and capitalizing on local events where people congregate, Biking Billboards ensures optimal exposure of its clients' messages to their potential customers. On the route, Brand Ambassadors directly engage with people--distributing samples, flyers, coupons and communicating brand messages.

#### Biking Billboard's Mission:

- To become the go-to advertising channel for any business, product or service, and the #1 engagement advertising company in America. The best companies in the world will use Biking Billboards to get their messages to their target audiences. Biking Billboards will deliver back to them valuable information about what people think, feel and say in response to their products and services.
- To advertise and communicate great products and services in a fun, friendly, environmentally conscious and memorable way
- To make every interaction with clients, target audience members, and partners among the BEST interactions of their day!

### Job Description

Biking Billboards is looking for a Client Services Coordinator to join the team in managing the company's client services. The Coordinator will manage the day-to-day client requirements of Biking Billboards, as well as helping to execute the strategy and tactics for growth.

The ideal candidate will be a self-starter, comfortable with ambiguity, able to both work independently and partner effectively, think big--while paying careful attention to detail--and will enjoy working in a fast-paced, dynamic, fun, start-up environment.

### Key Responsibilities

- Maintain the CRM database and manage client deliverables from Proposals for Service, to Contracts, to billboard artwork and collateral management, to client reporting and invoicing.
- Able to deliver outstanding service to our clients and communicate effectively in a customer-facing position.
- Communicate with Logistics Manager to ensure client messaging is clear and to collaborate with the Logistics Manager in creating Ride Plans.

GET  
YOUR  
MESSAGE  
ROLLING



**BikingBillboards™**

bicycle billboard advertising

A smart and personable alternative to ho-hum advertising.

- Aid in building systems to optimize efficiency with client services.
- Work to grow business opportunities through identification of events, locations and target audiences that are appropriate for the Biking Billboards medium.

## **Qualifications**

Organized, goal-setter, can-do attitude, inventive and resourceful, takes initiative to see possibilities and create solutions to meet challenges. Ability to implement and maintain systems.

Exceptional communicator and team player. Strives for continual improvement and open to new ideas. Optimistic, friendly, outgoing and has high integrity.

Must bring a professional demeanor to all client interactions as well as when working with riders and vendors.

## **Terms**

This will start as a 3-month contract with contract extension dependent upon performance.

Monthly salary DOE with a phone and health insurance stipend.