



## **Client Services Coordinator**

### **Company Description**

Biking Billboards offers a smart and personable alternative to traditional advertising. We pull billboards on trailers behind bikes and take our clients' messages wherever their target audience gathers. 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. In addition to our quirky, eye-catching medium, our Brand Ambassadors directly engage with crowds and individuals - distributing samples, flyers, coupons and communicating brand messages.

### **Company 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 environment.

This position has clearly outlined responsibilities, but as in any startup, every person wears every hat, and we encourage and offer the freedom and opportunity to all employees to influence the growth of the company and choose their own path for growth within the company.



## Key Responsibilities

- Manage client deliverables from proposals for service, to contracts, to billboard artwork and collateral management, to client reporting and invoicing.
- Manage the Biking Billboards social media presence including the Twitter and Facebook accounts.
- Maintain our CRM database in Salesforce by uploading information, learning new ways to record and leverage the data, and encouraging and training others on the team to use Salesforce efficiently and effectively.
- Communicate with riders and Operations Director to ensure client messaging is appropriate and clear.
- In partnership with Operations Director, ensure equipment and supplies are stocked and in good repair.
- Aid in building systems to optimize efficiency within Client Services.
- Work to grow business opportunities through identification of events, locations and target audiences that are appropriate for the Biking Billboards medium.
- Keep client files organized, up to date and user friendly.

## Qualifications

Organized, goal-oriented, 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 having 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.