

Who we are.

Red Circle is a mid-sized full-service advertising and marketing agency with over 20 years of experience in the gaming and hospitality industries. Our core business is Native American communities and Native-owned casinos — 44 to be exact — as well as a diverse roster of other clients. Our goal is to provide our clients with the best resources and insight they need to make their largest economical resources (casinos) be as successful as possible. This, in turn, allows the Native community to thrive.

We give our clients a full-circle experience, from data-driven insights all the way to breakthrough creative executions. We provide brand work from conception to execution, TV production, creative work from A to Z, digital, photography, strategy, media, direct marketing, database marketing, and more.

Located on the outskirts of the North Loop in Minneapolis and a skip, hop, and jump to Northeast, our newly renovated office is open and inviting. We've got a fridge full of beverages, fun gatherings, friendly people, a flexible, hybrid work schedule, and a festive Christmas party to boot. We also invite remote applicants to apply, as we have employees from coast to coast.

Who you are.

You're a good person. We've built a team full of likeable, kind, humble people who like to have fun and possess a positive attitude.

You're a go-getter. You hold yourself to a high personal integrity and are reliable, dedicated, and passionate.

You're an expert in your field. You're smart and good at what you do.

You're driven by client success. You sweat the small details, get things done, and have the compulsion for closure. When they win, we win.

You're curious. Always leaning forward, always learning, always improving.

So, what do I *do* as a Red Circle Account coordinator?

An Account coordinator is responsible for executing and managing Red Circle client needs from a project management and execution standpoint. You will bridge the gap between client and our internal creative team by inputting requests into our project management system and bringing the project to life and seeing it through to completion. The position relies on you being strongly organized and communicating in a clear and concise way. A busy task load is common and to be expected but you will get the benefit of being exposed to all creative work for your assigned client!

Responsibilities:

- Digest all client requests and input projects into Red Circle's project management system
- Route, proofread, and manage all creative and copy through our internal proofing system and see that all work completes the standard agency approval process before client review begins
- Work with client daily to confirm content and gain approvals on content
- See that final creative finals are saved properly for vendor needs and work with trafficking department to fulfill artwork requirements
- Maintain regular project status reports for review with client and internal team
- Set-up internal and client meetings with a clear agenda, and take detailed meeting notes as directed by the Account Executive
- Provide administrative assistance to Account Executive on day-to-day client activities, including responding to client phone calls, texts, and emails.
- Be up to date on client activities and creative rotation to provide backup when account executive is unavailable

Requirements:

- Bachelor's Degree in marketing, advertising, or communications preferred
- Preferred: 1+ years' experience in advertising/marketing/communications
- Experience managing multiple clients / tasks / or project types
- Strong communication, time management, problem-solving, and organizational skills
- Ability to manage multiple priorities in a fast-paced environment
- Willingness to learn and be coached
- Highly organized and deadline focused

Skills:

- Exceptional customer service
- Positive and professional attitude
- Work well in both team and individual settings
- Great listener
- Attention to detail in both written and verbal communication

Red Circle offers a competitive salary along with great benefits including medical/dental, 401(k) match, casual dress code, and the recipe to the perfect Moscow Mule.