

BDI is hiring an Account Coordinator. The Account Coordinator primarily supports the Accounts & Creative teams with the day-to-day client support functions. This is a full-time, hourly position. At the end of three months, the Account Coordinator will be evaluated for promotion to Account Manager and a full-time salaried position.

## KEY RESPONSIBILITIES:

- Support the Accounts team with client communications, planning, and follow up regarding all aspects of event planning
- Digital Networking: calling and emailing candidate attendees to recruit them to attend our events
- Generate basic business research using LinkedIn and Google
- Review and cleanse lists of data
- Manage invitation lists including recording/responding to RSVPs for multiple simultaneous events
- Prep event materials such as program guides, sponsorship material, name badges, table assignments, etc.
- Assist with management of BDI's social media channels and strategize in creating new content

## REQUIRED SKILLS:

- Outstanding attention to detail and organizational skills
- Exceptional client service attitude and ability
- “Out-of-the” box thinker and ability to problem solve
- 1-2 years office experience (internships ok)
- Excellent phone manner
- Impeccable grammar, spelling and syntax
- Strong interest in marketing and event planning

## PREFERRED QUALIFICATIONS:

- College diploma
- Event industry experience
- Digital design/HTML proficiency/familiarity with Wordpress a strong plus

Qualified applicants should send a resume and cover letter to [careers@bdionline.com](mailto:careers@bdionline.com)

### ABOUT BDI

Business Development Institute is a marketing agency that specializes in the planning and production of private corporate events. Founded in 2001 and headquartered in the heart of New York's Financial District, BDI is powered by a small, diverse team of staffers that conceptualize, plan, and execute events from start to finish. Work is fast-paced, challenging, and rewarding; our large portfolio of high-profile clients covers multiple industries in every major city in the United States. Given a steadily increasing demand for private events in the B2B tech industry, BDI is and will continue to grow as we take on more clients. For the right candidate, BDI is an excellent place to jump-start an ambitious career in event production and marketing.