

## **Digital Marketing Account Coordinator**

9 Clouds is an inbound digital marketing and education firm that connects businesses with customers online. 9 Clouds is an established business with a small team and we're looking for a motivated and organized individual who wants to learn and help us continue to grow.

### Details:

Full-time salaried position. 9 Clouds is Sioux Falls-based, but has remote team members.

### Responsibilities

- Manage implementation of inbound marketing plans including strategy, content reviews, and measurements and keep in scope
- Manage execution and completion of client onboarding / offboarding tasks
- Ensure deadlines are fulfilled and budgets are met by all project contributors
- Create monthly reports for leads, sales and key benchmark highlights and as needed for client brand programs
- Manage the workload of the creative team with the other Account Team members
- Attend client meetings to collect notes necessary for strategy execution management
- Support both the internal sales and marketing teams, as needed
- Create 9 Clouds content as needed by internal marketing team

### Requirements

- Comfortable communicating with clients and third parties
- Work well independently
- Great time management skills
- Value organization
- Collaborate with coworkers and interface with clients
- Love to hustle and work in a fast pace environment
- Desire to take on additional responsibility and grow into an Account Manager role in the future
- Self-taught learner willing to keep up-to-date on technological changes and how they could be used by 9 Clouds

### Bonus Points

- Previous experience with digital and social media tools
- Interest in the automotive, healthcare, livestock and/or manufacturing industries

### Perks

- Competitive salary (based on experience)
- Paid vacation and personal days
- Group health insurance access with company contributions
- Retirement contributions
- Access to supplemental insurance
- Flexible work environment
- Attend events and conferences
- Responsibility and autonomy
- Be an important part of a small team

To Apply

Send your resume and cover letter to [jobs@9clouds.com](mailto:jobs@9clouds.com).

*No deadline for applications, but when we find the right person, we'll hire.*