



# WHO WE ARE

Six years ago, the team at BDI began its journey as a B2B marketing agency that specialized in producing roadshow roundtable events for tech companies. We grew fast, earning two consecutive years on the INC 5000 list in 2019 and 2020. Last year, despite the events industry being massively disrupted, we pivoted quickly to producing virtual roundtable events with new and existing clients, and without skipping a beat, we're expecting 2021 to be another year of growth! Our team culture has made this possible and is what sets us apart—we believe people do their best work with:

1. **A healthy work-life balance:** work from anywhere, flexible hours, unlimited PTO after 1 year, no late nights.
2. **Respectful, collaborative, and friendly relationships with the whole team:** we don't believe in pigeonholing people—you're joining a collective organization with cross-functional responsibilities and interests.
3. **Growth opportunities personally and professionally:** we find new leadership WITHIN the company as we grow, with endless options to take on new responsibilities and contribute new ideas.

# WHO WE NEED

We're looking for our newest **Account Coordinator**. Responsibilities include detail-oriented project management and communication internally across teams, as well as with several client accounts.

This job isn't for everyone. Only the most detailed, organized, communicative self-starters will thrive in this environment and role. You should be:

### **A great communicator:**

This is a remote role, so communication skills are more vital than ever before. This is also a client-facing role, one where you will be the primary contact sending updates or fielding questions externally, so you absolutely need to be efficient in your writing, confident on zoom or the phone, and possess impeccable grammar, spelling, and syntax.

### **A seasoned collaborator:**

You'll manage each event from the first planning call to final execution. This includes orchestrating the efforts of all the right internal teams—research, content, communication, creative, and RSVP management—and the ability to work effectively with all those teams and colleagues.

### **A strong problem-solver who takes ownership:**

While we do have established processes and workflows, there's a lot of variance in the strategy behind each successful event. We expect our account coordinators to take ownership of their client relationships and get creative to deliver the best value to that client.

### **Meticulously detail-oriented, even when multitasking:**

Managing one event is a lot different than managing 20 at once for 8 different clients. Organization skills are key to keeping the details straight and the planning on schedule.

### **Skilled in Google Drive, MS Office, and possess general computer literacy:**

While this job isn't hugely technical, we work in many different programs, tools, and platforms that you'll need to be proficient in. You will be trained in-house on everything we use, but we expect a thorough understanding of the basics.

### **Other Preferred Qualifications:**

- Bachelor's Degree
- 1+ years professional experience (internships acceptable)
- Experience working in a service business or client-facing role

# JOIN US

This is a (remote) full-time, salaried position. Amongst a lot more, we offer:

- A competitive base salary plus benefits
- A 401k plan with matching (after 6 months)
- A culture that includes a work-life balance focus and an agile, start-uppy environment
- Acceleration of your professional development with ample opportunities for promotions & growth

Please submit both your resume and a cover letter to [careers@bdionline.com](mailto:careers@bdionline.com) to apply. Use the subject line "Your Name — Account Coordinator". We'd like to know a bit about you—namely, what about this post makes you feel we'd be a match?

Thank you!