



## Lominger International-a Korn/Ferry Company

**POSITION:** Account Coordinator      **Location:** Minneapolis, MN

**REPORTS TO:** Director of Customer Operations

### **OVERVIEW:**

This role supports the client relations group including four Account Executives in managing key client accounts. The focus is on providing necessary data to proactively manage and enhance communication with top clients.

**Responsibilities:** Data analysis: compile and review sales data and client activity to identify trends and emerging key accounts

Key account reporting: sales history reporting and provide system updates for parent organization

Regional User Group support: work with Account Executives to craft communications, engage presenters and handle event logistics

Work with other departments to enhance client management and communication including tracking the status of licenses/agreements and large survey events.

Assist with client communications and web demonstrations

Provide support to the global resource network on issues ranging from: account management, product and process questions

Issue resolution and assistance for mid level accounts

Other duties as assigned

**Requirements:** Excellent written and verbal communication  
Strong organizational and follow-up skills  
1-2 years of relevant experience  
Solid knowledge of Microsoft office including Excel and Powerpoint  
Two Year Degree, Four Year Preferred  
Some travel may be required  
Language Skill a plus

**Key Competencies:** Action Orientated, Customer Focus, Problem Solving, Business Acumen, Strategic Agility, Informing