



**Highway 85 Creative** is a national full-service custom in-house production company. We create impactful spaces. Our team has been building brand experiences since 2005. We are recognized as an expert in retail, office and trade show environments and graphics. Our clients span the globe including Harely Davidson, State Farm Stadium, Honeywell and PetSmart to name a few.

### **Our Core Values**

We believe in a thankful approach – we give more than we take. We take extreme ownership of our craft. We foster a collaborative & energetic work environment. We go pro – we do it the right way. We Value teammates' individual strengths & input.

The right candidate is a go-getter who is self-motivated. Thrives in a fast-paced, high energy environment and must be able to pivot. Oh, did we mention they like to have fun!

Join us and we will create cool sh!t ... **together!**

As an Account Coordinator your focus will be to support the Account Director's and clients day-to-day needs.

### **Results you own**

- Assist Account Director team with transportation, labor, and all logistic coordination needed for a show and/or project
- Back up communication to clients as needed
- Input all notes/project information into our CRM
- Manage both internal and external deadlines
- Manage multiple clients and projects concurrently

### **Required Skills/Abilities**

- Possesses excellent oral and written communication and professional demeanor.
- Strong work ethic, initiative, and follow-through.
- Ability to proactively make decisions and anticipate issues and needs before they arise.
- Outstanding organizational and time management skills.
- Ability to oversee a high-volume of projects and responsibilities at the same time.
- Demonstrate effective problem-solving skills.

- Ability to learn and adapt to team dynamics.
- Proficient in Microsoft Suite (Excel, Word, PowerPoint, etc.).
- Knowledge of and familiarity with Google Suite (Docs, Sheets, Slides, etc.).

**Education and Experience**

Experience in the Trade Show industry is a major plus but not required!

**Highway 85 Creative benefits**

Medical & Dental

Paid holidays, sick time and PTO

Clifton strengths led organization