



EXPERIENTIAL

Soho Experiential is searching for an **Client Services Associate** to join our Client Services team. The primary responsibilities of the position will be to provide support to the Client Service account team across multiple brands, along with execution support through various administrative and planning tasks. This is an entry level position great for someone looking to join the experiential marketing industry.

What You'll Do

- Provide support to our Supervisors and Directors in the production of national events and promotions.
- Participate in the development of new programs for new and existing clients.
- Serve as a contact for all clients served by the account team.
- Manage the creation of status reports, agendas, recaps and weekly calendars.
- Facilitate invoice processing with Finance where needed.
- Develop, implement and report on all experiential programs and their support tools.
- Assist with the development and management of program budgets.
- Travel to events (when needed) to ensure program quality and provide support as needed.
- Liaison with other Soho departments to ensure all ways of working are being followed.
- Oversee program status grids to keep program development on pace.

What You Bring to the Table:

- Bachelor's Degree
- Prior event planning/production experience
- Exceptional communication and organizational skills a must with a keen eye for detail
- Microsoft Office Suite Proficient
- Superstar who thrives in a fast-paced environment
- Ability to multi-task like a pro
- Can own projects autonomously and take pride in the work you create and share
- Strong problem solving and time management skills, ability to adhere to deadlines
- Have strong written, verbal and public speaking skills
- Ability to prioritize and juggle many tasks
- Be a self-starter, outgoing, energetic, gregarious personality
- Strong budget management skills

What We Offer:

- Contribution to a solid medical, vision, and dental insurance
- A 401K program so you can do cool stuff when you are old
- A generous PTO policy. We believe in working hard, and smart and enjoying life to the fullest.
- A hybrid work remote/in office environment
- A group of people who value each other as much as we do the work we create
- Mentorship from team members who truly care, to work with management who values growth and opportunity.

We love our diverse workplace! Soho Experiential is an equal opportunity employer and does not discriminate based on race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.