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## Assistant Client Relations Specialist

Are you a perfectionist who finds satisfaction in highly organized and structured work? Do you love coordinating and facilitating projects to keep everyone motivated to move forward while staying attentive to the details? If you answered yes to these questions and identify with the [Enneagram Type One](#) personality, you'll definitely want to keep reading about this role.

Green Apple Strategy, a marketing and communications agency headquartered in Nashville, Tenn., is looking for a detail-oriented, principled, purposeful, and self-controlled strategic thinker to join our Client Relations team. The ideal Assistant Client Relations Specialist is a self-confident and decisive individual with the ability to empathize and see all sides of a problem and is always looking for new opportunities for our clients. This strategic solutions provider has a long-term vision and is resourceful, fast-paced, and business-minded. This role will support the client relations team, reporting to and serving as the junior position to our Client Relations Specialists and Client Relations Director. The assistant role will have select, smaller accounts, but will predominantly support the Client Relations team accounts. This individual must be able to both follow and implement processes.

### POSITION SUMMARY

The Green Apple client relations team is the face of our company, as they take care of the daily marketing needs of our clients. They handle all client requests while implementing strategic vision and capitalizing on new opportunities.

### RESPONSIBILITIES

- Implement strategic marketing tasks for existing Green Apple clients
- Maintaining budgets (retainer hours and project fees) on select, smaller accounts

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- Communicate with the client relations team on a daily basis in a professional and courteous manner, managing tasks as they are assigned, on budget and on deadline
- Support the Client Relations Specialists with such proactive planning efforts as research, audits, and competitive analysis
- Support the Client Relations Specialists with such tasks as defining and creating assignments for the content and design teams in our project management platform, building monthly projects in our time-keeping system (Harvest), managing and updating client status sheets, monthly client report summary development, and other related work
- Coordinate the scheduling for and attend client status meetings for both the Assistant Client Relations Specialist's select, smaller accounts, and the Client Relations teams' accounts, as needed

## QUALIFICATIONS

### *SKILLS*

- Ability to multi-task and shift focus as needed
- Ability to start and implement a project with little to no direction
- Strong attention to detail
- Excellent verbal and written communication skills
- Proficient in Pages, Numbers, Keynote, Excel, Word, and Powerpoint
- Proficient in a Mac workspace
- Familiarity with Basecamp 3, Google Apps for Business, and Harvest
- Familiarity with Zoom video conferencing software

### *EDUCATION AND/OR EXPERIENCE*

College degree in marketing, business, entrepreneurship, or journalism/writing required; a minimum of two (2) years experience; and/or equivalent education or experience in job-related activities is required.

- 1+ years of agency experience required
- 1+ years of relevant experience required

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- Desire to work in client-facing roles
- Knowledge in digital content marketing is essential
- Knowledge in print and web design projects is a plus
- Experience in traditional marketing implementation efforts, such as event planning, trade show management, and media relations

## WORK ENVIRONMENT

The Green Apple team follows a hybrid, work from home model. Green Apple has a workspace membership at the Nashville Entrepreneur Center, located at 41 Peabody Street in Nashville, Tennessee, that allows team members to work together in an open-office environment, as well as host brainstorming sessions and client meetings. Green Apple team members are welcome to work from home as much or as little as they desire. Team members will be asked from time to time to be in-person for meetings. Also, due to the nature of this role working directly with clients, the position will occasionally require in-person meetings with clients at their on-site locations or at designated locations as applicable. The Green Apple team has periodic scheduled in-person team meetings and outings, as well as video huddles several times per week. This position will report to the Client Relations Director.

## COMPENSATION & BENEFITS

This position is a full-time, hourly position. Health benefits are available to full-time employees through BlueCross BlueShield of Tennessee. Individuals are covered at 100% with dependent plans available at the cost of the employee. Discounted dental and vision plans are also available at the cost of the employee. If the employee declines coverage, a health stipend is not offered.

Not sure about your Enneagram type? Take the free test [here](#). Please send resumes to [olivia@greenapplestrategy.com](mailto:olivia@greenapplestrategy.com) and [samantha@greenapplestrategy.com](mailto:samantha@greenapplestrategy.com) and take our [Culture Index survey](#) to begin the interview process.

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