



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, Tennessee, is looking for a detail-oriented, principled, purposeful, and self-controlled strategic thinker to join our Client Relations team as a part-time member of the Orchard.

The ideal Assistant Client Relations Specialist is a self-confident and decisive individual with the ability to empathize, see all sides of a problem, and always look 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 Senior Client Relations Specialist and Senior Project Manager. The assistant role will learn the ins and outs of how we manage our clients and their daily tasks. 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 handle the day-to-day marketing needs of our clients. They handle all client requests while implementing strategic vision and capitalizing on new opportunities.

RESPONSIBILITIES

- Support the implementation of strategic marketing initiatives for Green Apple clients
- Communicate professionally and courteously with clients, internal teams, and the Client Relations team to support timely, on-budget completion of assigned tasks
- Support Client Relations Specialists and Project Managers with client-related, administrative, and project coordination tasks, as well as proactive planning efforts, including research, audits, and competitive analysis.

CONFIDENTIAL

21 Platform Way S | 14th Floor | Nashville, TN 37203
615.305.3460 | greenapplestrategy.com



QUALIFICATIONS

SKILLS

- Ability to multitask 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 and Google Meet video conferencing software

EDUCATION AND/OR EXPERIENCE

College degree in marketing, business, entrepreneurship, or journalism/writing required; a minimum of two (2) years of 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
- 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 operates under a virtual workplace model. Green Apple has a collaborative workspace located at Nashville Yards, 21 Platform Way South, 14th Floor, Nashville, Tennessee, which enables team members to work together in an open-office environment, host brainstorming sessions, and schedule client meetings. Orchard members will be asked to be at the office for meetings or to meet clients in person at other locations. The Green Apple team holds periodic scheduled in-person team meetings and outings, as well as regular Zoom huddles. This position reports to the Senior Client Relations Specialist.

CONFIDENTIAL

21 Platform Way S | 14th Floor | Nashville, TN 37203
615.305.3460 | greenapplestrategy.com



COMPENSATION & BENEFITS

This position is a 1099 contractor role and is paid hourly based on tracked time.

Not sure about your Enneagram type? Take the free test [here](#). Please send resumes to samantha@greenapplestrategy.com.

CONFIDENTIAL

21 Platform Way S | 14th Floor | Nashville, TN 37203
615.305.3460 | greenapplestrategy.com