

Account Manager & Marketing Coordinator

Interweave Media Group | London, ON

Interweave Media Group is seeking an Account Manager & Marketing Coordinator to be the dedicated point person for a portfolio of key clients, delivering standout marketing deliverables while keeping those relationships strong and those accounts growing.

ABOUT THE ROLE

In this dual-function role, you'll wear two hats: trusted client partner and hands-on marketing executor. You'll manage day-to-day client communication, ensure deliverables are met on time, and personally handle the marketing strategy, from social content creation to ad management and beyond. This is a role for someone who's both a people person and a skilled digital marketer.

KEY RESPONSIBILITIES

- Serve as the primary point of contact for a portfolio of key client accounts, building trusted, long-term relationships
- Lead regular client meetings, status calls, and reporting sessions; proactively communicate updates, results, and recommendations
- Develop and execute social media strategies across platforms (Instagram, Facebook, LinkedIn, TikTok, etc.) tailored to each client's brand and goals
- Create, schedule, and manage social media content, including copywriting, coordinating visuals with our creative division, and community management
- Manage client websites; updating content, coordinating changes, and ensuring a strong digital presence
- Oversee SEO efforts for assigned accounts including keyword strategy, copy writing, on-page optimization, and performance tracking
- Set up, manage, and optimize Google Ads and Meta Ads campaigns for client accounts
- Track and report on account performance metrics; translate data into clear, meaningful client-facing reports
- Collaborate with internal teams (creative, strategy, leadership) to ensure client needs are understood and met
- Identify opportunities to grow existing accounts and contribute to client retention and satisfaction

WHAT WE'RE LOOKING FOR

- 2–4 years of experience in a marketing coordinator, account coordinator, or account manager role, ideally within an agency environment
- Strong interpersonal skills; you're confident, proactive, and genuinely enjoy client relationships
- Proven ability to create compelling social media content with a strong sense of brand voice and visual direction
- Familiarity with social media scheduling and management tools
- Working knowledge of Google Ads, Meta Ads, and SEO fundamentals
- Experience with WordPress or similar CMS for website updates
- Exceptional organizational skills where you can juggle multiple accounts without letting details slip

- Strong written communication skills with an eye for quality and accuracy
- A self-starter mentality with a collaborative spirit

WHY JOIN INTERWEAVE?

- We boast a collaborative, creative team environment where your ideas are heard
- Collaborative and creative team environment where your ideas and input are genuinely valued
- Opportunity to work with a diverse range of clients across multiple industries
- Competitive compensation based on experience and skill set
- Remote-first team environment with a virtual office setup and flexible work structure
- Full-time position based in London

HOW TO APPLY

Visit interweavemediagroup.ca/careers or email your resume to info@interweavemediagroup.ca.
Please note that only select candidates will be contacted.