

## Advertising Account Coordinator/Executive

Blade Creative Branding is seeking an enthusiastic experienced Advertising Account Coordinator/Executive to help manage our agency's existing and new client accounts.

### WHO WE ARE

Blade is a vibrant, entrepreneurial agency serving a diverse range of clients in a variety of industries from craft beer to pharma, from condos to office automation. We build brand communities with an innovative approach to advertising and content marketing that is creatively brilliant, surgically targeted and results oriented.

Our core values include collaboration, innovation and breaking rules. We've built a supportive culture that encourages ongoing learning, embraces self-direction and ensures purpose. We care about the humanity of our staff, and we're passionate about providing opportunities for their growth so they enjoy a balanced life, where working at Blade enhances their lives.

### WHO BELONGS HERE

People who thrive at Blade are energetic, compassionate, modest, and who prefer change over the status quo. You comfortable with flexible tasks, and have a healthy entrepreneurial streak. We share an empowering desire to get better at what we love to do; and we're eager to share our knowledge with co-workers. That's why we really love working with team-oriented players.

### YOUR ROLE

Reporting to your Account Supervisor, you will manage specific clients and their ongoing branding & advertising efforts across a multitude of platforms. You are eager to take ownership of the relationship, and the projects, ensuring the completion of the work on time and on budget. Your responsibilities will include:

- Managing accounts and responding to day-to-day client and project requirements.
- Ongoing relationship building with clients.
- Working directly with creative team members.
- Preparing and managing estimates and dockets.
- Developing and monitoring concise Scope of Work proposals, work-back schedules and budgets.

Also ...

- Digital agility in web development is a key skill set.
- Media Planning experience, particularly digital, is an asset.

- Bilingual language skills are an asset

#### PREFERRED REQUIREMENTS

- Passion for moving digital and traditional media projects through to successful completion.
- Certificate from an Advertising/Project Management program and/or University degree.
- 3 to 5 years advertising agency experience.
- Strong organizational and time management skills, and the ability to manage multiple projects simultaneously.
- Solid understanding of project management and media implications.

- Able to work in a fast-paced environment, with the ability to adapt to changing scenarios.
- Self-starter, highly curious about how the business works, and able to focus when it counts.
- A mastery of the written word and an eagerness to present ideas and solutions to clients.
- Strong proficiency with Word, Excel and Power Point.

#### WHY BLADE

- Health Benefits Package
- Monthly team Lunch 'n Learn sessions.
- Personal and professional development incentives
- Team building and social events
- Professional grade Ping Pong Table

#### THE HIRING PROCESS

Our hiring process is centred on you having a positive experience:

1. **Pre-screen.** When you submit your application, it is reviewed by our hiring manager and, if it looks promising, we reach out to you and ask you some additional questions so we can get to know you a little better.

- **First Interview.** If we like what we see, our hiring manager will schedule a time for you to come and visit with us. This initial visit typically lasts about 45 minutes. We'll ask some general interview questions, such as why you're interested in this role, and then ask you to elaborate on some parts of your application. We'll also invite you to ask us some questions so we can learn what's on your mind.
- **Senior Management interview.** Once you pass the first interview, we'll schedule a meeting with Senior Management, where you will meet with other

members of our team to assess your technical skills and cultural fit. The in-person interview takes about an hour.

- **Final Phone Call** Once we've reviewed all the candidates, our hiring manager will let you know our decision. We may need to ask you a few more questions, if there are any areas that need further discussion.

*Blade is proud to be a diverse and equal opportunity employer and does not discriminate on the basis of race, colour, religion, sex, national origins, age, sexual orientation, disability or any other characteristic protected by applicable laws. Selection decisions are solely based on job-related factors. Accommodations for candidates with disabilities can be made during the interview process if requested.*

## BENEFITS

- Extended health care
- Vision care
- Vacation & paid time off
- Dental care
- Casual dress
- Life insurance
- Flexible working hours
- Work from home opportunities
- Company events & social hours
- Education reimbursement
- On-site parking
- Disability insurance
- Bonus scheme

## COVID-19 considerations

Work from home only during the COVID pandemic. Minimal requirements to be at the office where COVID safety protocols are in place.