

Advertising Project/Account Coordinator

Blade is seeking a fast on your feet, detail oriented Project /Account Coordinator to move projects from start to finish on a variety of accounts.

The Position

You're looking for a happy place to grow your skills in project management and account service. You can manage multiple projects, time and resources to get the job right the first time. No detail slips past you and no one has to tell you to get moving.

Team Dynamic

Ideally suited to a self-motivated person who likes to work independently but can take direction and enjoys collaborating with a motivated team of colleagues. Ours is a fun and focused group, all fully-engaged in the art and science of branding.

Responsibilities

- Managing accounts and responding to day-to-day project requirements.
- Liaison with Account Director and other Senior Management
- Liaison with Creative Team members.
- Preparing and managing estimates and dockets.
- Monitoring Scope of Work proposals, work-back schedules and budgets.

Qualifications

- Passion for moving projects through to successful completion.
- Certificate from an Advertising/Project Management program and/or University degree.
- 1 to 3 years advertising agency experience.
- Strong organizational and time management skills.
- Solid understanding of the creative and production processes.
- Ability to write and communicate effectively
- Proficient in Word, Excel and Power Point.

About Blade

Blade Creative Branding, founded in 1991, is an innovative agency focused on developing and deploying results-oriented branding and advertising solutions. From strategic insights to breakthrough creative and proactive client service, Blade builds brand communities.