

We're Growing Again!

Advertising Project Manager/ Account Executive

Blade is seeking an intermediate Project Manager/Account Executive to manage multi-faceted campaigns in online and traditional media.

The Position

You're looking for an energetic place to grow your skills in project management and account service. You think strategically and manage time and resources to get the job right the first time. You're savvy about the social media landscape as well as content and search marketing.

Team Dynamic

Ideally suited to a self-motivated and experienced professional who likes to work independently but also 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 and advertising.

Responsibilities

- Managing accounts and responding to day-to-day project requirements.
- Ongoing Relationship Building with Clients.
- Liaison with Creative Team members.
- Preparing and managing estimates and docket.
- Developing and monitoring concise Scope of Work proposals, work-back schedules and budgets.
- Media Planning experience an asset.

Qualifications

- Passion for moving projects through to successful completion.
- Certificate from an Advertising/Project Management program and/or University degree.
- 2 to 5 years advertising agency experience.
- Strong organizational and time management skills.
- Solid understanding of the creative, production and media planning functions.
- Ability to write and communicate effectively
- Strong proficiency with 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.