



YOUR EDGE

Advertising Project/Account Coordinator

Contribute to a Growing Modern Agency - Our dynamic branding and advertising agency is seeking an **Advertising Project/Account Coordinator** to join our team on a full-time or contract basis.

ABOUT BLADE

Blade Creative Branding, founded in 1991, is an innovative agency focused on developing and deploying intelligent, results-oriented branding and advertising solutions for its clients. From strategic insights to breakthrough creative and proactive client service, Blade builds brand communities with ideas that cut through.

POSITION SUMMARY

You're looking for a happy, energetic 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.

The ideal candidate will be self-motivated, like 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 and we are looking for the right fit to add to our team.

YOUR RESPONSIBILITIES

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

YOUR 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.

Please send your resume, a link to examples of your social media presence, and salary or hourly rate expectations to: careers@bladebranding.com