

Project Manager / Account Executive

Our Toronto branding and advertising agency is seeking an intermediate **Project Manager / Account Executive** to manage multi-faceted campaigns in online and traditional media.

POSITION SUMMARY

You are 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 are savvy about the social media landscape as well as content and search marketing.

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 docketts
- Developing & monitoring concise scope of work proposals, work-back schedules, and budgets
- Media planning experience is 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 PowerPoint

Please send your resume and salary or hourly rate expectations to careers@bladebranding.com

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.

