



# Project Coordinator

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***We are Calder Bateman – a communications agency that asks bigger questions because that’s how we find the best answers. We also like to think we hire the best people – talented, quirky, fun collaborators, who are passionate about our business – because that’s how we create breakthrough work.***

***We are looking for an individual with 1+ years’ hands-on account coordinator experience. You’ll be a key member of our Client Services team, working closely with the Project Lead coordinating tasks on numerous projects. You thrive under pressure and can multi-task with ease. Your attention to detail is second to none, and you are the ultimate team player. We like that about you.***

**RESPONSIBILITIES INCLUDE:**

- Docket prep – docket folders and bags
- Change requests, material requests, production briefs and requests
- Proofing/circulation of creative and other materials
- Ad release, traffic and posting instructions (w/direction from Lead)
- Research coordination with external partners, internal team and clients
- Timeline/estimate support (w/direction from Lead)
- Purchase orders and monthly invoicing
- Attending outside production (photography/radio/TV) and select meetings
- Agenda and contact report creation before and after meetings

**OTHER:**

- Contribute to new business pitches
- Represent Calder Bateman in the community and be an ambassador for the company at all times

**QUALIFICATIONS:**

- Bachelor’s degree – marketing, communications, advertising, or related experience
- Minimum 1+ years’ experience in project coordinator role



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**OTHER REQUIREMENTS:**

- Some experience in a marketing or communications role beneficial
- Strong editing and proof-reading skills - attention to detail, and organizational skills are vital
- Strong verbal, communication and presentation skills
- Ability to thrive under pressure and constant changes
- Effective time management skills (multiple projects, deadlines, etc.)
- Superior relationship-building skills
- Energetic, highly proactive team-player
- Requires discretion and good judgment working with confidential/sensitive information as well as knowledge of online etiquette
- Understanding of agency disciplines
- Trustworthy, honest and sincere
- Leads by example—professional, punctual, business-like
- Availability to support projects during days, evening, nights, as well as weekends when required.
- Additional designations/memberships an asset (i.e. ACE, IABC)

**Please email your cover letter and resume to:**

jobs@calderbateman.com

Subject: **Project Coordinator**

***Thanks to all applicants for their interest – only shortlisted candidates will be contacted.***