



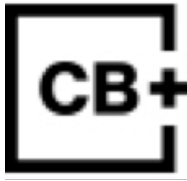
Project Lead

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 – because that’s how we create breakthrough work.

We are looking for an individual with a minimum of 2+ years of hands-on account management experience, preferably in the marketing, advertising and communications industry. You love the frantic pace of timelines and deliverables – and you thrive under pressure and constant change. You are a collaborative team player and are passionate about finding solutions for our clients. We like that about you.

Responsibilities include:

- Assisting with strategy development
- Client contract review/familiarity
- Review/analyze client and competitor info
- Drafting memos/recommendations
- Timeline development and management
- Estimate development, budget management, PO approvals
- Client presentations: creative/media/strategy/research
- Subsequent briefs (creative, production, media)
- Creative review
- Creative/production management
- Other promotions – planning/coordination
- Coordinate/manage/attend outside production
- Proofing
- Final approval/green sticker materials
- Direction for Ad Release and Traffic/posting instruction
- Research
 - Manage timeline/deliverables (Screener, guide, survey)
 - Assets/materials
- Contact reports – writing/proofing
- Main client liaison, foster relationship (can depend on the size, complexity and phase of a project)
- Training/mentorship of project coordinators
- 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, journalism; public relations degree; or related experience
- Minimum 2+ years' experience in account management/project lead role preferred

Other Requirements:

- Ability to think strategically, creatively, autonomously, critically, analytically and collaboratively – you are a quality idea generator
- Detail oriented
- Strong verbal and presentation skills
- Comfortable in the boardroom presenting to colleagues and clients
- Must show an ability to thrive under pressure and constant changes
- Effective time management skills and organizational skills are a must
- Ability to make a judgment call and act swiftly upon it
- Superior relationship-building skills
- Energetic, highly proactive team-player
- Ability to handle multiple projects and deadlines with ease
- Discretion and good judgment working with confidential/sensitive information
- Understanding of all agency disciplines
- Trustworthy, honest and sincere
- Leads by example – professional, punctual, business-like
- Knowledge of online etiquette and legal issues
- Additional designations/memberships an asset (i.e. ACE, IABC, CAAP)

Please email your cover letter and resume to

jobs@calderbateman.com

Subject: **Project Lead**

Closing date: February 16th, 2018

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