



# 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 a Project Coordinator to join our Client Services team.***

## **WHO ARE YOU?**

- A bright, eager marketing professional with 1+ years of experience.
- You have a post-secondary education (a bachelor’s degree or diploma) in marketing/advertising or related experience. Agency experience is an asset.
- Adaptable. You can multi-task and manage changing demands, and you thrive in a busy environment.
- The most organized person you know. Deadlines, deliverables and budgets for a range of clients will all be kept on track.
- Your attention to detail is second to none.
- Energetic and highly proactive.
- You know there’s no “I” in team.
- Smart and sensible – this business requires discretion and you have good judgment working with confidential/sensitive information.
- Trustworthy, honest and sincere.
- A great relationship-builder.
- Committed to your clients and team, you’re available to support projects during days, evenings and weekends when required.

## **WHAT WILL YOU BE DOING?**

Providing support to the team throughout the development and execution of projects, including:

- Delivering excellent service to our clients.
- Liaising between all agency teams and external partners – making sure everyone has what they need to make the project a success.
- Creating workback schedules and estimates.
- Conducting research about our clients, their audiences and their markets.
- Participating in and documenting meetings with internal teams and our clients.
- Reviewing and proofing materials for a range of mediums – think broadcast, digital, print, outdoor, video, experiential, social, etc.
- Learning how to develop a marketing campaign from kickoff and strategy through to final execution and evaluation.
- Representing Calder Bateman in the community and being an ambassador for the company at all times.



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

[jobs@calderbateman.com](mailto:jobs@calderbateman.com)

**Subject:** PROJECT COORDINATOR

**Closing date:** Friday, November 2<sup>nd</sup>, 2018