

# workhouse

## Job Description: Account Coordinator

Who we are... The Workhouse is a sum of specialized individuals, working together to craft considered design solutions for a wide range of the world's most coveted brands. Adapting and ever-evolving with the changing professional landscape to achieve design excellence; our team is strengthened by our attention to detail and collaborative approach. This fusion of expertise and carefully tailored solutions is a unique and signature experience offered at our agency.

Title	Account Coordinator
Job Summary	Our studio has a brilliant opportunity for an Account Coordinator to join our team. The ideal candidate is highly passionate, collaborative, outgoing, forward thinking individual who will be supporting the Account team in managing, building and maintaining current client relationships as well as contributing to new opportunities to build the business with potential clients. If you're an exceptional, hands-on, detailed oriented individual that thrives in highly collaborative environments, you could be exactly who we are looking for.
Responsibilities & Skills	<ul style="list-style-type: none"><li>• Reports to the Director of Client Services and Associate Account Director</li><li>• Provides efficient and effective assistance to all members of the team – undertaking various administrative tasks where required</li><li>• Use project management skills to help expedite projects</li><li>• Assists with preparing project estimates, schedules, briefing, contact reports to ensure the successful execution of projects</li><li>• Manages time, workload, budgets and schedules in a productive manner</li><li>• Demonstrates ability to successfully move into problem-solving mode whenever challenges arise</li><li>• Works well with and demonstrates respect for colleagues at all levels and consistently contributes to a positive work environment</li></ul>
Technical Skills	<ul style="list-style-type: none"><li>• Proficient in relevant project management software programs (i.e. Word, Excel, PowerPoint, Google Doc's, etc.)</li><li>• Polished, professional communication skills (verbal and written)</li><li>• Ability to source and analyze online research</li><li>• Understanding of branding and graphic design is considered an asset</li></ul>

Personal Attributes	<ul style="list-style-type: none"><li>• Interest in marketing, branding and design</li><li>• Diligent work ethic and insatiable desire to learn</li><li>• Strong organizational skills with meticulous attention to detail</li><li>• Ability to manage multiple priorities simultaneously</li><li>• Confident, professional and enthusiastic</li><li>• Motivated, anticipatory and eager</li><li>• Proactive and collaborative</li></ul>
Compensation	<ul style="list-style-type: none"><li>• Full-time employment</li><li>• Competitive salary to be negotiated based on level of experience</li><li>• 2-weeks annual vacation</li><li>• Benefits Package (after 3-months)</li></ul>
Contact	<p><b>Interested candidates should contact:</b> Samantha Olivera, Partner, Director of Client Service Tel. 416.546.2580 <a href="mailto:samantha@theworkhouse.ca">samantha@theworkhouse.ca</a></p>