



W E • U S • T H E M

W A N T E D

A C C O U N T

C O O R D I N A T O R

WHO WE ARE:

We.Us.Them, is an award-winning ad agency, looking for a professional and dynamic Account Coordinator to join our growing team. What we are saying is, we need someone who knows how to have fun, but at the same time meet their deadlines with superior levels of client service and project coordination!

RESPONSIBILITIES:

The role is split evenly between coordinating the account related activities as well as business development.

- Preparing account service-related documents such as meeting agendas, meeting reports, proposals and other client communications and correspondence.
- Participating in and documenting discussions during client meetings and conference calls.
- Reviewing vendor quotes.
- Verifying production specs.
- Creating and/or providing feedback on project estimates and timelines.
- Fielding and processing internal information requests.
- Assisting with mailings.
- Maintaining current work-in-progress records and archives of past project information as appropriate.
- Seeking out new clients through networking, organic searching, responding to RFPs/RFIs/EOIs/SoWs/etc.

WORK EXPERIENCE:

- Previous account coordination in a client side or agency side capacity (not required)
- Previous project management experience.
- Ad Agency experience preferred.
- New Graduates are also encouraged to apply.

EDUCATION:

- Bachelor in Business Administration/Management/Commerce/Marketing or equivalent (Required)
- Certifications in Project Management Methodologies (PMP/Prince2/etc) is preferred
- Certifications in Agile Methodologies is preferred
- Language: French (Preferred)

SKILLS:

- Excellent communication skills
- High level of organization
- Detail oriented
- Strong work ethic
- High competency level on computer and software skills compatible with job responsibilities
- Professional conduct within and outside office while conducting agency business

WHAT WE OFFER:

- Competitive Remuneration (thats the moolah for us simple minded folks) & Benefits including a corporate Dental/Medical plan.
- 2 Weeks Paid Vacation.
- A coffee and snack bar that makes sure you are breaking your bad habit of not having BREAKFAST - the single MOST important meal of the day.
- Cocoons for that must have nap time to drop into.
- Relaxed family atmosphere where we take care of each other - and this we take very seriously around here.
- For the committed, perhaps a paid vacation with the team to some place away from our little slice of heaven.

Don't just send us a resume and a cover letter that you have replaced the headers with. Show us who you are on paper and let it reflect you authentically and yes do send across your CV as well. [Submit Now](#).

Want to know more about us ..

Head over to our website at weusthem.com or

Follow us on Twitter [@WeUsThemInc](https://twitter.com/WeUsThemInc) or

Facebook at <http://fb.com/weustheminc> or on

LinkedIn at linkedin.com/company/weusthem.



W E • U S • T H E M

W weusthem.com
T @WeUsThemInc

E hello@weusthem.com
F fb.com/weustheminc

Y youtube.com/user/weustheminc
L linkedin.com/company/weusthem