

HI, WE'RE THE WORKHOUSE.

WE'RE A BOUTIQUE DESIGN STUDIO *building* CONSIDERED BRANDS *through* STORYTELLING *and* HUMAN CONNECTION.

We believe that while the world around us is constantly changing, it's our ability to listen, to pay attention, and consider deeply that is at the root of our creativity. Our craft is inspired by conversations, moments in nature, chance encounters and current events that uncover stories no one else is telling. The work we do at our studio is a labour of love – bridging the world of our clients and their audiences. Our team is at the heart of this philosophy, our strength as a creative agency lies with the synergy of our group, and not solely with the talent of an individual. Together, let's weave some magic, going beyond the ordinary and mundane to what otherwise might be invisible and exceptional.

JOB SUMMARY

Our studio has a brilliant opportunity for an entry level coordinator to join our team. The ideal candidate is a highly passionate, collaborative, outgoing, forward-thinking individual who will have the responsibility of assisting the account management team with coordinating and organizing current client projects, internal initiatives, and various administrative tasks. Our thoughtful yet detailed process is the oil that runs our engine so if you're an exceptional, detailed-oriented individual that thrives in highly collaborative environments, we'd love to hear from you. This role will require you to be local and attend in person work days as per our hybrid work model outlined below.

EXPERIENCE

Although this role is an entry level position, experience in coordinating, organizing and the ability to simultaneously manage a large volume of assigned tasks is an asset.

ROLE & RESPONSIBILITIES

- Provides efficient, well organized coordination on every initiative assigned
- Manages tasks and schedules in a productive and proactive manner
- Reports to the Account Management team in general, however there will be more direct day-to-day contact with the Account Executive
- Provides efficient and effective assistance to all members of the team – undertaking various administrative tasks where required
- Assists with preparing project estimates, schedules, briefing documents, contact reports, etc. to ensure the successful execution of projects
- Contributes to the research and notes necessary for drafting briefs and proposals
- Manages time, workload, and schedules in a productive manner
- Maintains and encourages a positive working environment

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PERSONAL ATTRIBUTES

- Ability to manage multiple priorities simultaneously
- Confident, professional and enthusiastic
- Motivated, anticipatory and eager
- Proactive and collaborative
- Interest in branding, design and marketing
- Diligent work ethic and insatiable desire to learn
- Strong organizational skills with meticulous attention to detail

TECHNICAL SKILLS

- Proficient in relevant software programs (i.e. Word, Excel, PowerPoint, Google Docs, etc.)
- Polished, professional communication skills (verbal and written)

TIMING

Hours of work generally are 9am – 5pm, Monday to Friday. We currently work on a hybrid work model through Slack and weekly dedicated in-person days; Wednesdays and Fridays in our office located in the Distillery District.

CONTACT

info@theworkhouse.ca

OUR MISSION

We are a boutique Toronto-based design firm specializing in branding, design and elevated digital solutions.

OUR VISION

In *our* house, we cultivate *curious leadership* and inspire *creative collaboration*.

WITH A SHARED PASSION FOR OUR MISSION & VISION, OUR CULTURE CODE GUIDES HOW WE ACT AND INTERACT BASED ON FIVE CORE PILLARS:

DEPENDABILITY = We show up

COURAGE = We embrace brave

INTEGRITY = We practice kindness

EXCELLENCE = We desire excellence

TENACITY = We have grit

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