

WE CREATE CONSIDERED DESIGN *for* COVETED BRANDS.

The Workhouse is a sum of talented individuals, working together to achieve meaningful communication solutions that offer a balance of strategy and design. Adapting and ever-evolving with the changing professional landscape to achieve design excellence; our team is strengthened by our collaborative approach and attention to detail. This fusion of expertise and carefully tailored solutions is a unique and signature experience offered at our agency.

TITLE	ACCOUNT EXECUTIVE
JOB SUMMARY	<p>Our studio has a brilliant opportunity for an experienced Account Executive to join our team. The ideal candidate is highly passionate, collaborative, outgoing, forward thinking leader who will have the responsibility of managing, building and maintaining current client relationships as well as contributing to new opportunities to build the business with potential clients. From your background, we would expect you to have a few years under your belt managing or leading projects across multiple disciplines. 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.</p>
EXPERIENCE	<ul style="list-style-type: none"> • Agency experience (2-3 years would be desirable) • Working collaboratively with a creative team • Managing print and digital projects • Brand Management • Ability to manage a large volume of projects simultaneously
ROLES & RESPONSIBILITIES: Project Management	<ul style="list-style-type: none"> • A professional who serves as a liaison between the Workhouse and our clients • Provides efficient, well organized management on every initiative assigned • Manages budgets and schedules in a productive and proactive manner • Writes briefs and proposals • Devises strategies for project planning • Anticipates clients' needs and provides workable ideas and solutions • Leads client meetings/presentations with confidence • Assesses client feedback and articulates clear, direction to the team • Manages budgets, costs and provides invoicing direction • Briefs and manages all 3rd party suppliers • Prepares project estimates, schedules, creative briefs, contact reports, project status reports and proactively communicates with clients on a daily basis (written & verbal) • Maintains and encourages a positive working environment • Works closely with other project managers to diligently plan and schedule daily studio time for all projects

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TITLE	ACCOUNT EXECUTIVE
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Proficient in relevant project management software programs (i.e. Word, Excel, PowerPoint [higher than average skills required for PowerPoint specifically], Google Doc's, etc.) • Strong presentation skills • Polished, professional communication skills (verbal and written)
COMPENSATION	<ul style="list-style-type: none"> • Full-time employment • Competitive salary to be negotiated based on level of experience • 2-weeks annual vacation • Benefits Package (after 3-months)
TIMING	<p>Expected hours of work are 9am-5pm, Monday to Friday. We are currently working on a remote basis, through slack due to Covid-19. Return to our physical office is TBD</p>



CONTACT

Interested candidates should contact:

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