

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

We're seeking an account executive that is passionate, curious, and dedicated. 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 experienced **Account Executive** to join our team. The ideal candidate is a 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. This role will require you to be local and attend in person work days as per our hybrid work model outlined below.

**EXPERIENCE**

- 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

**ROLE & RESPONSIBILITIES**

- 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 contributes to drafting proposals
- Devises strategies for project planning and process enhancements
- 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
- Apply critical thinking and problem solving skills when engaging in the review of creative with the studio

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**PERSONAL ATTRIBUTES**

- Ability to manage multiple priorities, for various clients, 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 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)

**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.

**CONTACT**

[info@theworkhouse.ca](mailto: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*.

**OUR VALUES**

DEPENDABILITY = We show up

COURAGE = We embrace brave

INTEGRITY = We practice kindness

EXCELLENCE = We desire excellence

TENACITY = We have grit

**WORKHOUSE**