



Agency Account Coordinator

UB Marketing is an experiential marketing & event agency looking for an account coordinator to join us! The successful candidate loves to excel in customer service, and is an organized, forward-thinking person with the ability to work under little supervision. If you love managing people and can stay cool under pressure, read on...

WHY WORK FOR US?

Our boutique agency brings a new level of cohesiveness to the work environment. As an evolved corporate structure, FLEXIBILITY and FUN are just a few of the perks you'll get to experience while working with us. We believe in creating an environment where our employees can FLOURISH by offering support, knowledge, and resources. We take pride in helping each other succeed, both personally and professionally, and place high importance on well-being, happiness, and growth.

For more information on our company and what we love to do, visit our website at ubmarketing.ca

Job Responsibilities:

- Recruit, hire, train, and manage a consistently high quality agency roster
- Coordinate event details, logistics, and bookings
- Event quality control procedures, supervision, and on-site visits
- Other duties as required

Assets & Core Competencies:

- Extremely organized, detail oriented, and able to work in a fast-paced environment
- A people person! Must love managing & motivating people
- Strategic thinker and problem solver
- Enjoy coordinating efforts to maintain high quality client service
- Excellent written and oral communication skills
- Proficient on computers, and able to learn new software quickly
- At least 1 year of experience in the marketing and/or agency industry a plus
- Must be able to work 40 hours per week with flexible working hours, including weekends

Salary: Dependent upon experience

If this interests you, please apply with cover letter & resume to info@urbanbella.ca, telling us why YOU are perfect for this position. Please begin your cover letter with "I should be your next Kickass Account Coordinator because..." with the subject "Experience Account Coordinator".

We thank all that apply however, only successful applicants will be contacted for an interview.

ubmarketing.ca