



UB Marketing is a boutique agency with a focus on experiential marketing and events, creating small to large-scale events and brand experiences. We are currently looking to add a new **Account Administrator (AA)** to our team!

About You.

You are highly skilled and proficient at data entry, amazing with all types of people and excellent at time management. You are well-organized, forward-thinking and can work well under pressure.

As an AA you should be resourceful, detail-oriented, a natural problem solver and excel at multi-tasking. You're the type of person who makes grocery lists, puts everything back in its place, remembers everyone's birthday, and loves to plan your schedule with a color-coded calendar or agenda!

Key Responsibilities:

- Handle administrative tasks like meeting minutes, payroll entry and review, sourcing and logistics of assets and vendors, scheduling and reporting.
- Recruit, interview, hire, train and provide feedback for a large roster of event staff.
- Support Account Manager in coordinating events and marketing campaigns from conception through to execution.
- Be the point of contact for in-field event staff including team leads and brand ambassadors. This includes being on call during events every other weekend, as well as occasional evenings and holidays.
- Suggest and implement improved work methods and systems relating to administrative tasks.
- Update and manage social media platforms.
- Attend client meetings when appropriate and offer creative solutions and input.

Qualifications:

- Strong project coordinating skills: excellent at time management, organization and planning.
- Quick thinking in problem-solving and issue management. You need to think about the problem before it occurs!
- A keen eye for details and ensuring accuracy and consistency.
- Strong team player, you love to give input, but you are also a good listener.
- Able to interact with all types of personalities.
- THRIVE in a fast-paced, quickly changing environment.
- If you don't know the answer, you take the INITIATIVE to find it! You'll do "whatever it takes" to get the job done!
- Tech-savvy: able to easily and efficiently navigate online platforms and programs.
- Hold a valid driver's license with access to a reliable vehicle.
- Fully computer literate and proficient with the Microsoft Office suite of products.
- Able to balance your time independently, working efficiently and proactively in a remote-work scenario.

Experience Requirements:

- Experience with events and/or experiential marketing. Bonus points if you've been a brand ambassador!
- Experience with data entry and/or administrative work. You excel at paperwork, checklists and spreadsheets!
- A graduate of an accredited university/college with business, marketing, communications, or equivalent degree/diploma.

Benefits/Salary:

- Salary varies depending on experience
- Opportunity to work from home + flexible work hours- this is not your average 9-5!
- Beautiful co-working space in Kitsilano with a view! Jeans and dogs are welcome.

If you're looking to join a fast-paced team and are up to the challenge, please send your resume with a note describing *why you think you'd be a good addition* to the UB Marketing Team. Oh, and we love creativity. Start your write up with: ***I believe I would be The Best Account Administrator for UB Marketing because...***

Send your resume + write up to: recruitment@urbanbella.ca