

JOB POSTING: Associate Consultant, Client Strategy & Operations at Proximis Digital | Vancouver, BC
Posting Date: January 22, 2020

About Proximis

Proximis Digital Inc. is Western Canada's most-trusted multimedia creative agency for communicating matters of public interest. With world-class branding and messaging, video production, web development, and graphic design, we're constantly evolving... because the world is too. Learn more about what we've been up to lately at: <https://proximis.ca/through-the-noise/>

What we are looking for

We are seeking an enthusiastic new team member to join our growing agency full-time at our office in downtown Vancouver's Gastown studio. The new Associate Consultant will report to the Director, Client Strategy as well as the Principal, and be responsible for assisting with a range of client files as well as ensuring the smooth internal operations. We are looking for someone with 0-3 years of experience. This is a 3-month contract position, where the successful candidate will be eligible to apply for a permanent employee position at the end of the contract.

Responsibilities - Clients

- Assist with developing and building strategies that achieve client objectives
- Research
- Writing work proposals, creative briefs, client strategy memos, and reports
- Budgeting for new client engagements
- Implementing and optimizing ad buys across online platforms and broadcast media
- Build and manage email campaigns
- Manage production and administration of web properties
- Social media management and strategy with an emphasis on evolving tech, metrics, and results
- Reporting and derivation of strategic insights

Responsibilities - Internal

- Assist the Principal with the miscellaneous aspects that go into running an advertising agency, which may include:
 - internal workflow systems
 - company marketing
 - support on finances, accounting, and payroll
 - general administration
 - tracking of internal expenses and subscription
 - maintain relationships with our suppliers and vendors

Skills & Experience

Soft skills

Attention to detail | Good with numbers and excel | Ability to solve problems | Strategic | Clear Writer

Skills that would be an asset (in order of priority)

1. Knowledge of communications / marketing strategies
2. Write quickly and concisely | Creative direction or any level of design experience
3. Familiarity with Adobe Suite | Familiarity with HTML and CSS | MS Office/iWork

Experience that would be an asset

- Advertising, PR, or Public Affairs agency | Internal operations | Communications Role | Creative Industry | Politics or Government

Job details

- Full-time | Work on location in Gastown office | Compensation: commensurate with experience and competitive within industry | Expected 0-3 years of experience | 3-month contract position; eligible to apply for permanent position after

Application Requirements

- In order to be considered, applications must include both a cover letter and resume
- Only applicants in the Metro Vancouver area will be considered
- Apply to jobs@proximis.ca