



ROLE: **Account Coordinator** (Hybrid) 6-month contract  
REPORTS TO: VP, Strategy & Client Services  
SALARY RANGE: TBD

---

## TMD | THE MARKETING DEPARTMENT

Connect brands with people. Change Lives. Bring brands to life... and life to brands.  
Ask the tough questions. Have the courage to challenge good-enough.  
Do what is right. Always.  
Lead with strategy. Be agile. Find solutions.  
Be great people. Be proud of what we do. Come together. Celebrate. Care for each other.  
Be the catalyst for what comes next.

---

## ABOUT THE JOB

The **Account Coordinator** is responsible for coordinating the client relationship and communication from initial point of contact through to project completion. Throughout that process, the Account Coordinator initiates the work, facilitates reviews and approvals, engages subject matter experts and provide status updates.

## WHO WE ARE LOOKING FOR

- A collaborative partner
- You have a natural business acumen supported with relevant experience
- A desire to work in an agency environment with pace and energy is at your core
- Identifying, analyzing and solving problems gets you excited
- It is crucial to be able organize and to set priorities that align with project goals
- Being a great communicator and an even better listener is important
- You can self-direct in working with clients, vendors, teammates and partners

## WHAT YOU WILL DO

- Meeting/communicating with client to determine needs
- Facilitating reviews and approvals with client; channeling feedback to various departments at TMD
- Writing project and creative briefs and building workback schedules to ensure teams are on task
- Planning content calendars; content creation; copywriting
- Prepare and maintain reports, correspondence and other documentation that is necessary to carry out functions as requested by TMD Senior Leadership and any other stakeholders
- Manage schedule and oversee workflow, time tracking and reports on project timelines and budgets



## THE EXPERIENCE AND EDUCATION WE ARE LOOKING FOR

- 1+ years of marketing experience
- Must have an extremely high attention to detail
- Exceptional written and spoken communication skills with the ability to communicate to your team, leadership, and key stakeholders
- Experience balancing and managing tight project deadlines while maintaining positive working relationships with the client, internal stakeholders and team
- Understanding of analytics (compiling numbers and analyzing data) to create insightful and actionable recommendations to improve strategies
- Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization
- Excellent computer skills (particularly Excel, Word, Internet, and PowerPoint along with other design, project management and operations software as required)
- Strong organizational skills and the ability to complete assignments and meet deadlines efficiency

## BEING A PART OF TMD MEANS A LOT

We are continually striving to be the catalyst for what comes next while delivering inspiring connections between brands and their audiences.

We insist on doing whatever it takes to help a client; help a colleague help a client; and help each other. Our business is stood up on pillars of Agility, Strategy, Solutions and a collection of People who exude these core values every day.

**Listen** – We believe everyone’s opinion matters and has value. It’s critical that we hear the challenges and consider all opinions to be partners in a solution.

**Think** – We always take the time to understand, research, ideate and plan so we can create unique, effective solutions that drive results.

**Challenge** – Our 10th Voice Principle ensures we ask the hard questions and dig into the why without reprimand, prejudice, or bias.

**Deliver** – We do what we say we’re going to do throughout the strategy, planning and implementation of any engagement. And we expect to be held accountable because we’ll do the same for you.

**Perform** – We believe results don’t happen by chance. They are earned, measured, and should be pursued deliberately with purpose. Performance will deliver growth and we facilitate growth in our people, clients, and communities.

## HOW TO APPLY

Please forward responses to [careers@tmd.ca](mailto:careers@tmd.ca)

Thank you in advance for your application.

Only those being considered will receive a reply.