

# Project Coordinator

**Date:** January 14, 2022

**Position:** Permanent, Full-Time

**Salary from:** \$55,000

**Location:** Winnipeg, MB, Canada

**Remote Work:** We're Flexible

## Our Agency

AdEasy Inc. is a digital marketing company that specializes in the development and management of online advertising campaigns for traditional businesses. Our head office is located in Winnipeg, Manitoba, Canada, in the historic Exchange District.

## About the Role

As an AdEasy Project Coordinator, your role would be to manage new campaign and media project development, as well as coordinate with the Account Manager and the rest of our internal team to ensure every project meets AdEasy quality standards and the clients' needs on time.

## Primary Responsibilities

- Monitor projects and social media campaigns
- Relentless organizing and record-keeping of pertinent information related to campaign development
- Key communicator between our media team and Account Managers
- Coordinating freelance contractors as required
- Ensure campaigns and media projects are completed and launched on time

## What We're Looking For

Enthusiastic people with marketing/advertising industry experience, who are able to help us manage and grow our client portfolio. Our minimum requirements for this role are as follows:

- *Industry Experience* - 1-2 years experience in a similar role at a digital marketing or advertising agency
- *Education* - University degree or college diploma in a related field
- *Proven Track Record* - Experience successfully managing multiple points of contact in order to bring projects big and small to the finish line
- *Digital Savvy* - You understand major search and social networks
- *Dedication* - You're driven to be exceptional at digital marketing
- *An Open, Active Mind* - Eagerness to learn new tactics, platforms, and processes
- *Reliable* - Willing to do what it takes to hit project deadlines
- *Organized* - Ability to prioritize and manage multiple projects; acute attention to detail
- *Poise* - Confidence to talk to clients, team members and other stakeholders in any situation
- *Understanding* - Care for our client partners' needs and goals
- *Team Player* - We work hard around here, but we also find time to actively decompress and have fun together

## Why Work At AdEasy?

### *Unleash Your Creative Side*

AdEasy is a digital marketing agency that prides itself on its collaborative, fun environment for employees. Our team gets sh!t done but we also have a blast with our Monday team morning breakfasts, Friday hangouts after work, and the many internal events that are planned throughout the year.

### *We Want You To Succeed*

Employee development is also very important in the agency and the team regularly attends (now virtual) conferences, watches interesting educational courses, and learns new platforms and software all together. We want to build you up to be the best Project Coordinator you can be and to make you say, "Wow, I've learned so much since becoming a part of the AdEasy team. I feel super smart. Woo!"

### *We're Changing The Industry*

We want to be the agency that stands by what we believe in, like transparency. It's why our prices are on our website, it's why we have honest conversations whether things are going well or not as expected. We want to make online advertising accessible for brands of all sizes.

Some of the companies that trust AdEasy:



### Why It's Better Here

- Competitive salary
- Custom development roadmap
- Fun company events
- Extended health care
- Dental care
- Vision care
- Paid time off
- We have really good snacks

### Hey, This Sounds Perfect for Me!

Ready to join the AdEasy team? Not gonna lie, we're pretty awesome. And just wait 'til you see our beautiful office. Apply here: [AdEasy Job Application Survey](#)

Not the right position for you? Have a look at some of the other spots we're currently hiring for (and tell your friends): [adeasy.com/category/careers](https://adeasy.com/category/careers)