



UB Marketing is a boutique marketing agency, with a special focus on experiential marketing and event production. And, we are currently looking to add new faces to our team!

UB Marketing is currently in search of an **Account Coordinator**.

About You.

The successful candidate - You - is highly-skilled and proficient at data entry, amazing with all types of people, recruitment and event management. You are well-organized and forward-thinking and can work well under pressure.

As an AC you will be a resourceful member of the team and a natural problem solver.

Job Responsibilities:

As an Account Coordinator your team will depend on you for the following:

- Recruitment, Hiring, Training and Management of Event Staff
- Coordination of Event Logistics and Bookings
- Event Quality Control
- Assist Account Services Team with the planning and execution of programs
- Administrative Duties
- Attend Conference Calls and Planning Sessions
- Available to work off peak-hours (evenings and weekends) for programs that run outside standard working hours
- And above all, a team player

Working in a boutique agency is *never* boring. Guaranteed, you will never stop learning and growing and will certainly wear different hats from time to time. If this sounds like you, read on.

Why Work For UB Marketing?

Our boutique agency brings a new level of cohesiveness to the work environment. Work flexibility and fun are just a few of the perks you'll experience while working with us. We believe in both professional and personal success, and place a high-importance on well-being, happiness and growth.

Requirements:

- 1+ years in marketing and/or events
- Project coordination background is an asset
- Self-motivated
- Experience as a brand ambassador or in-field event management is an asset

Benefits:

- Personal/Professional Growth Workshops
- Happy Hours with the Team
- And More!

Salary:

We treat our team fairly. Let's talk about it.

If you're looking to join a fast-pace 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 Coordinator for UB Marketing because...***

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

Looking forward to meeting *You!*

ubmarketing.ca