

## **Account Associate**

Do you strive to be amongst the best? Do you enjoy working as a team and sharing your expertise? Are you always looking for ways to improve your skills and the work you do? If so, we're looking for you!

### **About Us**

TC Transcontinental has close to 8,000 employees globally, 39 operating facilities and revenues of C\$2.6 billion in 2020. With our 3 business segments in Print, Packaging and Media we continue to optimize, transform and grow while making impressions that count!

This position will be part of our *Premedia team*, the largest division of its kind in Canada. With over 500 talented employees in our group, we are proud to provide our national retail and CPG customers with key services ranging from creative, photo/video, language services, production, packaging and technology solutions. You will join this very passionate and dynamic team, in an exciting environment that is second to none!

### **About this opportunity**

Our Account Associate plays a pivotal role in managing projects and ensuring the timely execution of our clients' instore marketing signage and special programs. The Account Associate works very closely with the client from receiving the project brief and working with multiple internal and external partners through to the final implementation of the projects.

### **What you will do**

- Responsible for management of instore signage and other creative projects from concept to completion.
- Coordinate with internal teams to ensure project scope and information are fully briefed and team has all necessary information to execute project.
- Uphold regular communication of updates and status of the projects from internal teams and assess any risks of not meeting milestone objectives.
- Participate in timely review of production status of the project(s) to ensure established deadlines are being supported and met.
- Ensure production team is aware of any risks to timelines if schedules are not adhered to.
- Support internal teams with client follow-up communication on outstanding project assets and information.
- Communicate and deliver client's feedback to internal teams in a timely manner.
- Assist with completion of billing tasks in a timely manner.
- Collaborate with the team in developing, documenting and implementing standard operation procedures (SOPs)

### **What you have to offer**

- Post-secondary diploma or degree in graphic design communication or related industry (or equivalent work experience)
- Intermediate to advanced skills in Microsoft Office
- Basic knowledge of PDF and Adobe Acrobat
- Knowledge of creative process, graphic design and graphic file formats will be an asset
- Strong problem-solving skills and ability to perform under pressure



- Results and detail oriented
- Minimum 3 - 5 years of experience in a client services or account management function

### **Core Competencies:**

- Basic to intermediate project management skill and strong graphic communication skills.
- Strong multi-tasking skills with an ability to collaborate with multiple client stakeholders and ability to prioritize multiple deadlines.
- Ability to articulate clearly and concisely in both written and oral communication.
- Passionate about retail instore marketing and actively seeks new opportunities to learn.
- Maintain a positive working relationship with internal production team, client(s) and multiple partners that work with clients.
- Ensure established account objectives are met.

### **What we have to offer – TC**

- Opportunity to be part of a dynamic and highly motivating work environment where you can develop your potential and launch an exciting career;
- Development opportunities where your input makes a difference.
- Competitive compensation package, pension and flexible benefits that are customizable to you and your needs;
- Employee perks such as discounts from suppliers on various products and services such as insurance, wireless bundles, travel, and much more.

Apply to job opportunity directly on TC Transcontinental's company website, careers page.

### **Role Details**

- Position: Account Associate
- Location: Mississauga, ON
- Employment Type: Full Time
- Salary: Paid
- Contact/How to apply: Apply directly on company website, careers page - <https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=25783&siteid=5113&PageType=JobDetails&jobid=706596>
- Human Resources Email: [tdshr@tc.tc](mailto:tdshr@tc.tc)
- Application Deadline: Feb. 2022

### **Learn more about us**

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