



Canada's leading full-service OOH advertising company, with more than 12,000 static and digital displays in over 60 markets across Canada, including the 10 largest markets in the country.

We are currently seeking an enthusiastic and driven team player to join our Inventory Management Team as a **Proposal Coordinator - Toronto.**

In this role, YOU will be responsible for

- Preparing proposals that clearly reflect the understanding between the company and the customer, in a consistent way, while adhering to inventory management policies and procedures.
- Validating and processing location inventory to meet customer needs and maximize customer retention while adhering to inventory management policies and procedures.
- Communicating regularly with Sales team and Operational team on all related contract issues, concerns, special requirements, etc. that are being monitored in order to ensure resolution of projects
- Producing S.M.A.R.T. maps to visually display specific targets requested.
- Serving as market expert for assigned markets and maintains a current knowledge of key market attributes, iconic locations, neighborhood profiles, i.e. key shopping areas, fashionable areas, popular malls, sports facilities, location of company inventory, with the ability to effectively communicate location inventory changes to the correct department (s).

YOU possess

- Education in business with an emphasis on inventory management or a related field, or an equivalent combination of education, training and experience, preferably in an outdoor, sales or advertising agency setting.
- Related traffic and/or inventory management experience is an asset.
- Effective attention to detail and a high degree of accuracy.
- Effective planning, prioritization, multi-tasking, organizational, time management skills to meet deadlines.
- Energetic, self-motivated and results-oriented.
- Strong communication (both written and verbal) and customer service skills with the ability to interact in a professional and effective manner with internal customers.
- Effective listening skills and the ability to interpret customer requirements.
- Proven team player who is resourceful, nimble and flexible.
- Bilingualism (English and French) is an asset.
- Strong working knowledge of MS Office - Word, Excel, Outlook.

Candidates are invited to submit their resume to Human Resources
by fax at (416) 255-5714 or by e-mail at: jobs@outfrontmedia.ca

We thank all candidates for their interest, however, only those under consideration will be contacted.

'OUTFRONT Media Canada LP is an equal opportunity employer and is committed to providing an inclusive, barrier-free recruitment and selection process and work environment. If you are contacted for a job opportunity, please advise Human Resources if you require an accommodation to participate in our recruitment process, we will work with you to meet your needs.'