



We are currently seeking an enthusiastic and driven team player to join our Client Services team in Edmonton as a **CLIENT SERVICES COORDINATOR.**

In this role, YOU will be responsible for

1. Providing support to the Sales team with all sales related activities.
2. Providing direct customer contact with responsibility for servicing/contract execution of current business.
3. Gathering information from internal and external sources required at all stages of the sales process.
4. Participating in the discovery process for new business.
5. Making multiple contacts with external and internal customers.
6. Developing and maintaining healthy relationships with internal and external customers.
7. Participating in the development of the team's business plan.
8. Performing other administrative functions and related duties as assigned.

YOU possess

- Secondary education or equivalent, with a certificate or diploma in administrative and/or basic marketing & sales related field preferred.
- A minimum of 2 years of direct work experience in an administrative and/or client services capacity, preferably in an outdoor, sales or advertising agency and/or production setting.
- Experience working with 'best practice' campaign execution method.
- Strong analytical and logic skills, with the ability to work in a fast-paced environment while remaining organized.
- Good administrative skills with knowledge of office procedures and advertising and sales process.
- Effective planning, prioritization, organization, multi-tasking and time management skills to meet deadlines and changing priorities.
- Excellent communication and customer service skills with the ability to interact in a professional and effective manner with internal and external customers.
- Energetic, self-motivated and results-focused.
- Proven team player who is nimble, flexible and resourceful.
- Proficient with MS Office – Excel, Outlook, Word, PowerPoint.

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

'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.'