



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 **Location Coordinator - Toronto.**

In this role, YOU will be responsible for

- Validating and processing location inventory to meet customer needs and maximize customer retention while adhering to inventory management policies and procedures.
- Providing Operational team with information necessary to schedule and execute work.
- 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 project issues.
- Preparing and maintains lists and summary of location inventory.
- Producing S.M.A.R.T. maps to visually display campaign delivery.
- Helping identify risks, dependencies and determine contingency plans.
- Serving as market expert for assigned markets and maintains a current knowledge of key market attributes: iconic locations, neighbourhood profiles, ie. 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).
- Owning shared responsibility to create and maintain a safe, healthy workplace culture and a work environment in which all individuals are treated with respect and dignity, and where workplace violence, harassment and bullying are not tolerated from any person in the workplace by acting in compliance with applicable legislation and company safe work procedures and practices, as required by applicable company policies.
- Performing other administrative functions and related duties as assigned.

YOU possess

- Degree or diploma in business with an emphasis on inventory management or a related field, or an equivalent combination of education, training and experience.
- A minimum of 2 years of progressive work experience in charting or inventory management, preferably in an outdoor, sales or advertising agency setting.
- Knowledge of charting and inventory management and of local market inventory and driving routes to their locations with an understanding of advertising sales process within the media advertising industry.
- Effective planning, prioritization, multi-tasking, organizational, coaching and time management skills to meet deadlines, with effective attention to detail and a high degree of accuracy.
- Energetic, self-motivated and results-focused.
- Strong communication (both written and verbal) and customer service skills with the ability to interact in a professional and effective manner with internal and external customers.
- Strong problem solving skills.
- 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.
- Proficient with 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.