

JOB POSTING DETAILS

Employer	Brooks Creative House Inc	Job Type	RI
Job Title	Special Projects Associate	Duration	Full Time
Job ID	11855	Location	NA
Date Posted	December 2, 2021	Closing Date	December 10, 2021

Job Overview - Description & Duties

You'll be working with Brooks Creative House, a talented team of creative and business individuals, who are empathetic to the demands and pressures felt by our clients and want nothing more than to help them succeed. Our work environment is flexible and contemporary with a mix of personal office space and common collaboration areas. Our specialty is working within highly regulated industries such as lottery, gaming, health care and entertainment recreation venues.

If you thrive in a fast-paced, deadline-driven environment, and are an authentic person, we may be the right fit. We are collaborators but more so, co-creators. Our creative has won international design awards but more importantly, it has provided our clients with exceptional results to their bottom line.

You'll be assisting the President and General Manager assess, evaluate, recommend, and implement several special projects of a technical, financial, and business development nature.

Required Skills

You think fast on your feet, making you a great presenter. You are curious, have a sense of humour and a positive attitude. You understand marketing and communications and are as comfortable in a C-suite boardroom as you are with your peers or working independently.

In addition to your involvement with the agency's special projects, you will act as support to our creative, account, and financial teams. Responsibilities could range from participating in creative collaboration sessions, assisting with social media campaigns, tracking, and accessing creative files, assisting with photo shoots, and providing administrative support.

We work in a Mac environment and having those skills is important. You should be a whiz with Excel and have some familiarity with time tracking and project management software/apps.

Other Requirements

NA

How to Apply

If you are interested in applying for this position, please send your CV along with a few paragraphs that describe who you are and why you believe this position and our agency is a great fit for you. Attention to detail is key in this position, so please follow the application instructions.

Deadline for submission is: December 10, 2021

Please send a pdf to claudia@brookscreativehouse.ca