



Campaign Research and Support Coordinator

COMPANY / KEY PERSONNEL:

REC Media Inc.

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Mr. Troy Sedgwick - President/CEO
Mr. Andrew Ewan – Director of Operations
Mr. Sean Leeson – Operations Manager

ABOUT THE COMPANY:

REC Media is an advertising firm with offices in Vancouver, Calgary and Toronto, specializing in marketing campaigns in community recreational and athletic facilities nation-wide. **REC Media** has a client base that includes blue-chip companies such as TELUS, Subway, Continental Tire, Papa John's, WestJet and RE/MAX Real Estate.

REC Media's core values are central to everything we do, and staff and management reflect them each day:

- Value People Over Profits
- Do The Right Thing
- Embrace Evolution
- Go The Extra Mile
- Be A Team Player
- Embrace Change
- Have Fun

ABOUT THE POSITION:

REC Media is seeking a personable, professional, detail-oriented and hardworking individual to join the company's campaign execution team, with potential for advancement and professional growth.

As the successful candidate, you will work full-time from the **REC Media** head office in north central Calgary and will be responsible for providing operational information to support sales proposals, renewals, and audits. You will also assist in the coordination and implementation of campaign execution strategies, partake in creative contract negotiation solutions, and assist in the management of stakeholder relationships and inventory tracking systems.

An added bonus - no parking hassles, no transit hassles (we're just north of downtown) and a great, small company atmosphere.

SUMMARY OF KEY RESPONSIBILITIES:

Research & Support – Key contact in supporting sales from an operational standpoint.

This includes but is not limited to:

- Being the link between sales and operations to ensure timely, accurate, and reliable information is being relayed to support sales
- Go-to for both sales and operations, developing a strong relationship between both departments
- Aid in identifying, researching, and participating in the solution of the flow of data in a data management system

Campaign Execution – Active role and responsibilities in support of executing client campaigns.

This includes but is not limited to:

- Negotiating and contracting media agreements
- Telephone and internet research
- Coordinating and monitoring shipping and production details
- Creating, updating and maintaining records relating to advertising campaign progression
- Liaising with clients throughout the campaign execution process

Stakeholder & Inventory Management – Management of partner relationships and inventory systems.

This includes but is not limited to:

- Tracking inventory availabilities
- Negotiating expansion opportunities in the **REC Media** network
- Managing and building relationships
- Preparing and issuing of work orders

Compensation is commensurate with experience and qualifications.

ABOUT THE SUCCESSFUL CANDIDATE:

You are a well-rounded and self-motivated individual, committed to excellence in client service. You have very good interpersonal and communication skills. You enjoy cooperative negotiation and creative problem solving, and build strong relationships with a variety of people. You have leadership potential and have supervision experience having achieved results through team leadership.

You are a self-starter – you take initiative and ownership when undertaking tasks and projects. You are exceptionally well organized and attentive to detail. You are a team player but work well independently and are capable of producing excellent results with minimal supervision.

You have a strong working knowledge of Microsoft Windows and intermediate to advanced knowledge of Microsoft Word, Outlook and Excel. Experience with Microsoft Dynamics CRM is an asset but not required. A valid Driver's License is required.

You are interested in working outside the rigidity and bureaucracy of a large corporation, and are excited by the opportunity to contribute to the growth of a dynamic small business, with opportunities for advancement and increasing responsibility.

HOW TO APPLY:

Qualified candidates are asked to submit a cover letter, *with salary expectations*, and resume outlining qualifications for this position by email to hr@recmedia.com by no later than Friday August 30th, 2019 at 5:00 pm, or stop by in person at **REC Media's** Calgary office at the address given above, between 9:00 am – 5:00 pm. Monday to Friday until deadline.

We thank all those who submit applications, however only suitable candidates will be contacted.