

# Account Project Coordinator

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## What is Bridgeable?

We are an award-winning strategic design firm whose mission is to bridge the gap between what organizations know and what they do, delivering shared value to our clients and their customers. We strive to increase our profile as service design leaders in order to have the greatest social impact possible.

We are a multi-disciplinary team — people who, in a different context, might be known as interaction designers, or communication designers, or strategy consultants. But at the end of the day, we are all translators. We translate knowledge into action, insight into strategy, and strategy into tactics.

## What are we looking for?

Our team is currently seeking an **Account Project Coordinator (APC)**, who will help facilitate smooth and effective operations of teams and individual projects within and across accounts.

Designing great experiences is what we do here, and so paying close attention to details permeates everything we deliver. You will liaise with individual project teams to understand the status of each project, analyze available data, and generate a complete, actionable picture of project health across our accounts. Your detailed and insightful work will provide Project Leads with the information they need to guide their decision-making. Some of the tasks involved are:

- Updating and managing project tools to reflect evolving scope and timelines
- Managing and reconciling project expenses
- Tracking and sending project invoices in a timely manner
- Monitoring team capacity and flagging potential resource-related issues
- Creating monthly project and account status reports with all project tracking metrics such as budget, hours, margin and capacity metrics
- Supporting Account and Project Leads in assembling project-specific materials for onboarding new staff
- Coordinating with Project Leads to fully understand project scope and assist in maintaining project schedule
- Assisting in the coordination of project logistics and travel requirements
- Coordinating project set-up and close-out tasks
- Looking to continuously adapt and improve project reporting and tracking tools
- Supporting in research activities, co-creation planning and facilitation as needed

## What are the Key Qualifications?

You have:

- An undergraduate degree in Business Administration or relevant field experience
- 2-3 years of experience, including internships, in project coordination
- The ability to see the big picture while managing the little details
- Experience with project management tools such as OmniPlan, MS Project, or similar tools.

You are:

- A Multi-tasker Extraordinaire
- Quick to identify and synthesize insights and recognize patterns
- Experienced in using project management tools and reporting progress to multiple stakeholders

You love:

- Keeping things in order with your strong attention to detail
- Troubleshooting and solving puzzles involving many stakeholders
- Taking a user-centered approach to problem solving

## Why work at Bridgeable?

### **Great Work Culture:**

We understand that you spend a lot of time at work and we invest a lot into making that time enjoyable and energizing. We have created a great space to enable you to comfortably focus your creative energy on your work.

We have built a great team that values initiative, integrity, empathy, adaptability, and transparency, that thrives on working collaboratively to deliver impactful solutions. Our Employee Experience team is dedicated to creating enriching activities, like mindfulness meditation, improv, and summer camp - to relax, invigorate and strengthen the Bridgeable team.

Our entrepreneurial environment gives you freedom to drive your success in this position. We offer you the opportunity to work on groundbreaking initiatives with some of the most innovative organizations in the world. We are constantly investing in ways to improve the impact of design.

As a diverse and growing organization, we value your growth and offer you the space, resources and autonomy to take your career to the next level. Along with providing an incredible amount of on-the-job learning we invest in personal and professional development opportunities. We know that if you are learning, we are learning!

### **Great Benefits:**

In addition to the opportunity to participate in impactful work with a passionate team, we also offer a competitive compensation package and share our success across the team. Our benefits package will have your health and dental needs covered and we provide all of our employees with an optional fitness membership.

We are located in the Liberty Village neighbourhood of downtown Toronto, a vibrant centre for professionals in media, tech and design.

If you are as excited about this opportunity as we are, then we look forward to hearing from you! Apply with cover letter, resume, and portfolio of past work to [careers@bridgeable.com](mailto:careers@bridgeable.com). We thank all applicants for their interest; however, we will only contact those we feel qualify.