

Senior Associate, Project Delivery

Our Company

BrandActive specializes in the financial analysis, strategy and logistics of rebranding implementation for organizations undergoing a brand identity change due to a rebranding program, an acquisition, merger, or spin-off.

Our services combine industry leading analytics with a unique and proven methodology that provides our clients with the information needed to make sound financial decisions, and save time and money. Since 1998, BrandActive has scoped, budgeted, planned, and executed brand change for many of the world's most valuable brands.

BrandActive delivers world-class rebrand implementation expertise to clients in all industries, with specialization in healthcare, financial services, energy, mining, and telecommunications. BrandActive has worked in over 110 countries, providing North American clients with global operational reach.

Our goal is to build a unique company; a company that provides an experience where people are valued for who they are and what they contribute, are supported and challenged in their growth and feel proud to be part of BrandActive. We do a great job with great people and have a great time doing it!

BrandActive continues to grow and expand. To meet the needs of our clients we have the following opportunity.

The Opportunity

BrandActive has an immediate opening for a **Senior Associate, Project Delivery** working in our head office in downtown Toronto. This is a great opportunity to work with a very dynamic and experienced team in a full-time permanent role.

We are looking for a curious, energetic, positive, task-oriented team player, who will play a critical role in supporting BrandActive's Project Managers who lead brand implementation projects. You must be willing to challenge yourself and be enthusiastic about professional development.

While working hours are typically 9:00 to 5:30 Monday to Friday, a flexible approach is required to meet the needs of our clients here in North America and around the world. You may be required to travel within North America as well as internationally.

Responsibilities

- Assist with managing all phases of a rebrand signage implementation project including managing vendors through design, due diligence surveys, signage recommendations, approvals, planning, permit approvals, manufacturing and installation
- Review signage documents and prepare scope of installation plans
- Project schedule updates and maintenance using any one of BrandActive's tools (Smartsheet, Teamwork Projects or MS Project)
- Attend internal project meetings, attend and host some client facing meetings (or conference call)
- Maintain records from internal and client facing meetings and communicate updates accordingly
- Ensure all project participants understand project goals, assumptions, constraints, and deliverables
- Develop and update Excel spreadsheet project analysis
- Develop and update reporting tools in MS Word, Visio, Excel, Access and PowerPoint
- Track issues, actions and decisions and resolve where possible
- Budget management
- Supplier support and/or management
- Schedule and sometimes host workgroup meetings
- Review, track, manage, and trouble shoot change orders against proposed budget
- Work as directed by Consultants, Strategy Leads and PMO

- Additional project support as need arises
- Some travel may be required

Qualifications

- SSGD
- University Degree required
- Project Management Certificate (or course work started)
- Two to three years administrative / project coordination
- Excellent computer skills including Outlook, Word, Excel, PowerPoint
- High level of comfort with all forms of technology
- At least basic knowledge and experience with MS-Visio
- Experience with SharePoint and Project or other scheduling tools (Smartsheet, Teamwork Projects) preferred
- Strong organizational skills
- Excellent communication skills, verbal and written
- Task-oriented
- Customer-service oriented
- Ability to consistently deliver on commitments
- Strong attention to detail
- Excellent spelling, grammar and mathematics
- Additional languages an asset

Compensation

BrandActive offers a competitive compensation package including a comprehensive benefits plan. Salary commensurate with experience and education.

Start Date

Immediately

Location

Downtown Toronto

Contact

<https://www.fitzii.com/apply/18676?s=fc>