

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 an **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 Consultants who lead brand implementation projects. You must be willing to challenge yourself and be enthusiastic about professional development.

You may be required to travel within North America as well as internationally.

Responsibilities

Your responsibilities will include but not be limited to:

- Work as directed by Strategy and Project Delivery Consultants and PMO
- Develop and update Excel spreadsheet project analysis, including data entry
- Develop and update reporting tools and other documents in Word, Excel, and PowerPoint
- Update project schedules using Smartsheet or other scheduling tools
- Attend internal project meetings and client facing (or conference call) meetings
- Maintain records from internal and client facing meetings and communicate updates accordingly
- Track issues, actions and decisions and resolve where possible
- Budget management support
- Vendor / Supplier support
- Schedule and sometimes support the hosting of workgroup meetings
- 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 a definite asset
- 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 (preferred)
- Experience with MS Project (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/18669?s=fc>