

Senior Associate

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.

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 are looking for new members to join our amazing team!

The Opportunity

BrandActive has immediate openings in the role of **Senior Associate** located 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 collaborative role in rebrand implementation projects under the direction of a Consultant or Senior Consultant. You must be willing to challenge yourself and be enthusiastic about professional development. You may be required to travel outside Canada.

Responsibilities

Strategy / Analytics

- Working with the project lead, ensure all project participants understand project goals, assumptions, constraints, and deliverables by beginning with the end in mind (as outlined in the Statement of Work) and managing this process throughout each phase of work
- Attend and host meetings with clients. Maintain records from internal and client facing meetings and communicate updates accordingly
- Work with clients to create and maintain detailed project budgets, as required
- Work with project team members to produce cost estimates based on client data and established strategies
- Research relevant suppliers to determine their value in assisting in a client's complete rebrand
- Develop and update deliverables based on data gathered to support project analysis

Project Management

- Support all phases of rebrand implementation projects - including managing project deliverables and performance in line with approved project plan under the direction of the project lead
- Review and track changes against the Statement of Work using change orders affecting proposed budgets, scope and time. Address any issues that arise during this process.
- Support and/or manage suppliers as project requires (e.g., RFI, RFP, regular follow up, tracking tools)
- Assist with managing rebrand implementation as it relates to branded assets (e.g. for signage: managing vendors through design, due diligence surveys, signage recommendations, approvals, planning, permit approvals, manufacturing and installation)
- Produce project schedules and updates as required using project management software

Administration

- Develop and update reporting tools using MS Office and other PM software
- Provide additional project support as needed
- Take notes during stakeholder interviews and incorporate relevant information into the project analysis

Qualifications

- University Degree required
- Three to four years of relevant experience that includes project management and direct client engagement
- High level of comfort with ever-changing technology based on project and client requirements
- Excellent computer skills including proficiency in Outlook, Word, Excel, PowerPoint
- At least basic knowledge and experience with MS-Visio
- Experience with SharePoint and MS Project or other scheduling tools (e.g., Smartsheet, Teamwork Projects, etc.)
- Strong organizational skills
- Excellent communication skills, verbal and written
- Task-oriented with the ability to identify important details while maintaining focus on the overall goals of the project to ensure the delivery of consistently high quality work
- Demonstrated initiative at finding creative solutions
- 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/24372>

BrandActive is an equal opportunity employer and values inclusion in its workforce. BrandActive is pleased to offer accommodations throughout all stages of the recruitment and selection process.