



POSITION: Resourcing Coordinator
DEPARTMENT: 6Degrees Creative
REPORTS TO: Studio Manager

THE 6DEGREES EXPERIENCE

At 6Degrees we are conversion experts in the evolving world of shopping. We have deep competencies in Shopper marketing (including digital channels), experiential and packaging. We are proud to be Canada's largest Shopper-marketing focused agency. Our amazing list of clients include a wide range of internationally recognized consumer packaged goods, alcohol/beer, cannabis and other clients 6 Degrees is where "the big idea gets its hands dirty", meaning we help our clients solve issues right from insight and creative through to execution We are a passionate, friendly, inclusive, professional and growing agency with over 30 years of success Our office is located in the heart of downtown Toronto at Church and Bloor

THE OPPORTUNITY

The Resourcing Coordinator is a mid-level role, where you'll be responsible for resourcing different job types, ranging from small to large-scale, high profile projects. You will ensure that resourcing support meet clients' business requirements on time, with a focus on cost effectiveness, efficiency and compliance with existing processes

WHAT YOU'LL DO

- Moderate weekly Resourcing Meetings with all internal Account Management teams.
- Lead the ongoing management of the status of creative projects, and working with the Studio Manager, assign projected hours for each creative team member to ensure balance and fluidity in the department.
- Review briefs for required elements that set projects up for success, collaborating with the studio manager to assign proper resources given project need.
- Resolve resourcing and conflicts, negotiate changes to resourcing, and ensure knowledge is shared amongst team members so that project objectives and deliverables are met
- Proactively identify potential risk events and issues before they occur so that proper alternative approach or team can be resourced
- Articulate and prioritize issues and risks to the creative leadership team and recommend mitigation strategies for decision makers
- Work with discipline leads to assign resources for projects – active, pipeline, and new business.
- Understand skill set needs and match resources to best fit client, individual staff, and business goals



-
- Ensure that projects are adequately resourced so that the best possible creative work can be produced and negotiate deadlines or work with the teams to bring in extra resource when and where needed.
- Run daily check-ins with creative leads to make any adjustments based on changes in the project workflows
- Ensure resourcing processes are documented and organized in an easily accessible way
- Manage certain aspects of the Studio in the absence of the Studio Manager
- Willing to work on alcohol and cannabis related clients
- Perform any other reasonable duties as required

WHAT YOU'LL BRING

- Post-secondary education or equivalent experience (with a focus in advertising, marketing or business)
- Account and/or project management experience in a consumer/shopper agency setting or related professional environment preferred
- Clear and confident communication with internal teams and clients
- Results-focused, self-starter, highly motivated and detail-oriented with a high level of energy/sense of urgency, with an understanding of time-sensitivity
- Strong organizational skills to manage multiple projects in a timely manner and flexibility to adapt to changing workload in a fast-paced collaborative environment while demonstrate resilience and adapt to evolving plans and strategies
- Advanced skills in MS Office Suite
- Experience using Adobe Creative Suite is an asset

Interested? Please send your resume and cover letter to hireme@6deg.ca by Friday, October 23, 2020.

We are an equal opportunity workplace committed to creating a team culture that celebrates diversity, equity, and inclusion.

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.

We thank all applicants but must advise that only those selected for interviews will be contacted.