



**JOB TITLE: Assistant Coordinator, Creative Services - Intern**

**Duration:** Full-time, 4-month contract term from January – April (Winter), August, May – August (Summer), or September – December (Fall)

**Compensation:** \$3200 honorarium (pro-rated) provided upon completion of the term

**Location:** Toronto, Ontario

**Website:** [www.trojanone.com](http://www.trojanone.com)

**Application Deadline:** ASAP

**Overview**

TrojanOne is in the business of engaging consumers through the creation and delivery of innovative and meaningful consumer brand experiences. We are seeking someone to provide administrative support to our Creative Services team in regards to print production and the acquisition of items for our programs and events.

**Job Purpose**

This internship will provide you the opportunity to learn how creative ideas are developed by an agency and how the creative studio works from idea through to creation and implementation of these ideas. Through job shadowing and management of several small administrative projects, the incumbent can expand on their employable skills, develop new techniques and learn valuable skills to succeed in an office management environment.

**Job Tasks and Duties**

- Source and research suppliers
- Provide colour printing for internal and external staff for projects and proofing
- Conduct photo searches as requested
- Research and reporting on premium items, innovative POP, events items, etc.
- Production and project management as required
- Maintain critical paths
- General studio administrative duties
- Provide administrative and sales support for the Canadian Sponsorship Forum and other internal TrojanOne properties
- Complete and submit daily timesheets
- Attend events as staff as requested
- Perform clerical and other duties in support of office and event operations e.g. copying materials, serving as receptionist, helping out at events, and picking up materials as required

**Qualifications**

- Enrolled in or recently graduated from a business management, office administration, or general arts program
- Strong proficiency in MS Excel application
- Intermediate skill in MS Word and MS PowerPoint applications
- Strong organization and attention to detail
- Experience using Mac computers preferred, but not necessary

### **Competencies**

- *Willingness to learn:* Demonstrate a strong desire to work with and learn from a variety of different people within the organization.
- *Team Work:* Develop and maintain positive working relationship with all employees.
- *Written and Verbal Communication:* Express clearly, listen actively and understand others well in a group setting.
- *Commitment to Quality:* Ensure work is done correctly, completely, and within a set deadline. Documents must be detailed and professional.
- *Computer Skills:* Must be proficient in using MS Office applications (especially MS Excel), Internet, and email.

### **How to Apply**

Send your cover letter, resume, and school transcripts (unofficial permitted) ASAP to [resumes@trojanone.com](mailto:resumes@trojanone.com) referencing **CS-INTERN** in the subject line of your email.

TrojanOne is an equal opportunity employer. Please be advised that only successful applicants will be contacted.