

Web Content Coordinator

We are looking for an Offer/Web Content Coordinator to join our Toronto-based marketing and communications agency. Our offices are located in Toronto – East York. We have a roster of international clients and we live daily by our corporate philosophy of “work hard, play hard and have passion for what you do!”

The Web Content Coordinator ensures all projects are delivered with exceptional quality. They are responsible for managing the content on multiple websites and ensuring it is in line with the client’s quality and brand standards. The Web Content Coordinator provides ongoing accurate communication, internally and externally, and superior service throughout all stages of their work.

This position is for 5 months of temporary full-time employment with the possibility of extension.

What you need to do:

- Proofread all project deliverables at all stages to ensure accuracy of information, edits, grammar, punctuation, and spelling
- Accurately track, organize, and file inconsistencies and potential issues
- Provide constructive recommendations to achieve superior product quality
- Manage multiple work streams and ensure accuracy at every stage
- Coordinate and liaise with clients and internal team members as necessary
- Manage daily workload and work closely and collaboratively with other team members to ensure all deadlines are met
- Effectively follow and manage all internal processes and documents
- Participate in daily status meetings and lead monthly client calls
- Recognize financial terminology and understand how it can have an impact on project budgets
- Ensure timelines are followed and inform the supervisor and client of any delays or variances
- Respond in a timely manner to and deliver on all client and internal requests in a service-oriented manner while fostering a strong working relationship
- Remain current on all aspects of clients’ business
- Identify relevant training needs, provide recommendations, and update training documents

What you need to have:

- 1 to 2 years of experience in a role with similar responsibilities
- Exceptional attention to detail and quality (e.g., spelling, grammar, context)
- Be a critical thinker, problem-solver, take initiative and present issues with well thought out solutions
- Proven ability to work well under pressure and multitask to meet strict deadlines
- Proofreading and QA experience in multiple disciplines
- Proficiency with PCs and experience with web content management systems
- Advanced knowledge of Microsoft Excel and Word

What you need to have:

- Previous database and customer relationship experience preferred
- A highly motivated attitude and the ability to work well as a team player
- Excellent communication, time management, and analytical skills
- Availability to work flexible hours when needed to meet deadlines
- Previous experience in publishing is an asset but not required

Armstrong Partnership LP is an equal opportunity employer. Accommodation is available for applicants selected for an interview.