

Position Title: Digital Project Manager
Reports To: CEO

ABOUT CMSINTELLIGENCE INC.

CMSIntelligence Inc. is a rapidly growing digital services provider, offering website, digital tools and custom solutions for three audiences: enterprise organizations, digital agencies, and direct customers.

Additionally, we are the developer of a proprietary evolving cloud software – the Tymbrel Platform – a SaaS content management system that is the foundation of our website projects, and which allows our customers to manage their websites with maximum efficiencies.

We're a cohesive, energetic, creative and committed team working towards a common goal: to add value to our clients, their businesses and our team. We do great work, with great people, driving the results that help grow businesses. Each day we make the world a better place to be.

Our office is located in the heart of St. Catharines (Niagara), Ontario.

JOB SUMMARY

As a Digital Project Manager, you will work with the Project Management Team responsible for creating enthusiastically satisfied clients by driving the project cycle from strategic needs analysis through to post-launch reporting, ensuring an on time and on budget completion of each project phase.

As you manage assigned website development projects, you will be responsible for timely and accurate communication between all project participants, including the internal team, the client and third party collaborators. You will also be responsible for the management, reconciliation and evaluation of project budgets.

Additionally, you will be invited to collaborate with the Management Team on continual improvement of our internal project systems.

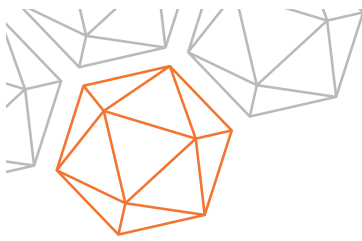
The successful candidate is well-rounded in his or her knowledge of digital marketing, and possesses proven business intelligence, as well as minimum of 2-3 years relevant experience managing website development and related digital projects, ideally with an agency background.

Experience writing digital content, a technical understanding of SEO, and experience with social media and digital marketing solutions are all assets in this position.

KEY AREAS OF RESPONSIBILITY:

Project Cycle Management
Collaborator Coordination
Client Service
Project Budget Management





Specific Responsibilities:

- Drive the critical path of each project throughout all phases of the established methodology performing as the primary contact and information hub with all internal and external stakeholders.
- Contribute to the development of the projects fact base by participating in secondary research mining, as well as key stakeholder interviews.
- Manage internal and external project collaborators.
- Plan, schedule and coordinate all internal and external meetings related to the project.
- Provide prompt verbal and written communication with the client and internal collaborators throughout the project cycle, including completion of weekly project status report, budget tracking report, etc.
- Complete internal reporting requirements as requested or as policies dictate.
- Maintain systemized and accurate project files.
- Working knowledge of 3rd party social media and digital marketing options / strategies to impact / drive traffic to primary marketing websites.

OTHER EXPECTATIONS

We are looking for individuals with a passionate commitment to their personal and professional growth, who actively seek out opportunities to learn and evolve their business acumen and skill set.

A priority for us is clear communications – both verbal and written – and the successful candidate will have a professional, yet personable communications style.

Lifelong learning, continual evolving of your business acumen and skill sets are part of your DNA. You find great personal satisfaction working closely with others to find efficient and effective solutions, while delivering quality work on tight deadlines.

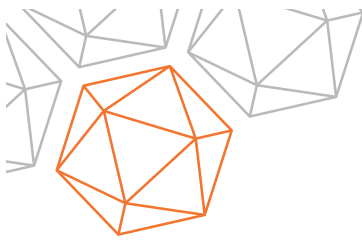
In addition to the core responsibilities of your position, you will be invited to collaborate with the management team on corporate growth initiatives, improvements to internal systems and the continuing evolution of Tymbrel platform.

Flexibility, adaptability and an entrepreneurial thinking are key assets in this position.

REMUNERATION & START DATE

- Salary negotiable
- Participation in the company's annual bonus program (after full year of employment)
- Group Employee Benefits Package – approx. \$4,000 annual value
(**Note:** Group insurance benefits to become available after 3 months *full-time* employment.)
- 2 weeks vacation (after first 6 months)
- 1 week vacation between Christmas & New Years – with commitment to one on-call day for support
- Mileage and out-of-pocket expenses related to company business
- Company cell phone





JOB DESCRIPTION

CMSIntelligence Inc.

OTHER

- Non-compete and IP ownership agreement with regards to the proprietary Tymbrel Platform
- Non-disclosure agreement with respect to corporate and client projects
- In-office yoga, team lunches, Friday afternoon social, unlimited snacks and coffee
- Flex hour options available, upon agreement with Management

VERY IMPORTANT: We have an office dog named Lola.

GROWTH PLAN

- Initial performance/satisfaction reviews at 3 months, 6 months and then annually
- Remuneration discussions at first annual review and each December thereafter

