



**Position Title:** Junior Project Manager  
**Reports To:** Senior Project Manager Team Leader

**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 Junior Project Manager, you will work with the Senior Project Management Team to create enthusiastically satisfied clients by driving the cycle for each client website project from the needs assessment phase through to post-launch reporting, ensuring an on time and on budget completion of each project phase. You will be responsible for timely and accurate communication between all project participants, including the internal team, the client and third party collaborators. Additionally, you will be invited to collaborate with the Management Team on continual improvement of our internal project systems.

The successful candidate will ideally have a minimum of 2 years experience managing websites. Experience with other digital tools (ie. email marketing software, social media) would be an asset, but not mandatory. Experience with the full Adobe Creative Suite (i.e. Photoshop, Illustrator, InDesign) is a strong bonus.

**KEY RESPONSIBILITIES**

- Project Management
- Collaborator Coordination
- Client Service
- Resource Management & Project Reconciliation

**Specific Responsibilities:**

- Drive each projects critical path 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.





## JOB DESCRIPTION

CMSIntelligence Inc.

- Under the lead of the Senior Project Management Team, assist in the development of strategic project recommendations.
- 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 proper project files.

### 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

In this position, we expect you to pay attention to detail and work closely with others to find efficient and effective solutions. Flexibility, adaptability and the ability to learn quickly in various technical and creative environments, while delivering quality work on tight deadlines, are key attributes of this position.

You will be part of a team committed to continually improving at all levels, where feedback is embraced and the growth and success of each individual contributes synergistically to the growth and success of the team.

### REMUNERATION

- \$35-\$40,000
- 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 one on-call day for support
- Mileage and out-of-pocket expenses related to company business

### 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 consideration at first annual review and each December thereafter

