

## **Bookmark Content and Communications – Montreal DIGITAL PROJECT MANAGER**

### **Job Overview:**

The Digital Project Manager will oversee projects from inception through to completion including scoping, planning, estimating and budgeting, scheduling and implementation. They will be responsible for managing regular content updates to digital platforms and will perform administrative duties such as invoicing and recording meeting minutes.

Duration: 3-6 month contract role with possibility of extension

### **Responsibilities:**

- Define project deliverables from the client's requirements, including technical specifications
- Work with Design Lead, Development Lead and account managers to build realistic requirements
- Provide accurate costs and time estimates for deliverables with internal and external resources
- Create and communicate pricing to account managers and the Sr. Digital Manager
- Liaising with senior stakeholders within the Digital Team and Account Management Teams
- Responsible for a project's performance and its documentation
- Manage project team to deliver robust, high-performing products and services
- Procure necessary work with external resources, including freelancers and agencies
- Oversee budget, schedules and production.
- Coordinate with Research & Insights Manager to test and verify solutions through analytics
- Coordinate quality assurance specialists to ensure functionally and aesthetically sound products
- Provide project status updates on a regular basis
- Stay up-to-date with market and client expectations, including rates, pricing, technologies and best practices
- Balance key requirements with corresponding resources to ensure optimal project performance
- Ensure a thoughtful and complete project brief
- Ensure clients' needs are met and compromises are properly and clearly communicated
- Ensure that technical deliverables arrive on time and under budget

- Ensure that web products are optimized for all platforms promised to client

**Skills:**

- Strong organizational skills and autonomy
- Creative, flexible and a team player
- Skilled in both thinking creatively and analytically in a problem solving environment
- Comfortable with detail and ability to summarize information into key insights, establish linkages to strategy and objectives and generate ideas to improve performance
- Strong work ethic with an intense will-to-win and demonstrated personal excellence
- Drive and ability to work under tight timelines
- Strong written and oral communications skills
- Fluent in verbal and written English - French a plus
- PMP an asset

**Desired Qualifications**

- 2+ years of experience in a project management role in design or technology industry

*The Digital Project Manager reports to the Sr. Digital Manager*

**How to apply**

Here is the contact below, please apply by email (send resume & tell us a bit about yourself in the body of the email) with the following subject title:

Title: Digital Project Manager Application – GCM

Contact: Adam Fardy [adam.fardy@bookmarkcontent.com](mailto:adam.fardy@bookmarkcontent.com)