

## JOB DESCRIPTION – OCT 02, 2017 V1

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Main St. Group Inc.  
640 Main St,  
Woodstock, ON  
N4S 8Y5

<b>TITLE:</b>	Sr. Project Manager
<b>DIVISION/DEPARTMENT:</b>	Client Services
<b>OFFICE LOCATION:</b>	Woodstock, ON
<b>REPORTS TO:</b>	Sr. Account Director
<b>DIRECT REPORTS:</b>	Yes
<b>TERM:</b>	15 month contract beginning January 2018 with potential to extend

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### Our Vision

To be the industry leader in driving consumers to our client's brand

### Our Mission

Main St. will develop long-term client loyalty & profitable relationships:

- By being the recognized leader in design & creativity that turns our clients' "what ifs" into realities
- Through our extensive knowledge of consumer purchasing behaviors
- Through our seamless coordination of the client's project, from design to delivery - simplifying the path to market
- Based on our ability to consistently provide industry-leading levels of customer service

### Our Values

- We believe *Integrity & Respect* are fundamental to our success
- We are driven by *Imagination & Creativity*
- We are passionate about *Innovation & the Desire to Learn*
- We embrace *Agility*; responding quickly to client needs & evolving market conditions
- We thrive in a *Fun & Collaborative* environment

### Summary

Our Client Services Team works hand in hand to ensure we're the company clients keep calling first.

As Sr. Project Manager, you will support the Sr. Account Director and Account Manager on accounts for the [INSERT DEPT] business. You'll be responsible



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for delivering every project on-time, on-budget and within scope. You will be tasked with developing strong relationships with clients and vendors. Sr. Project Managers will plan, track and communicate all phases of the production of the project. You will liaise between customers and internal teams to ensure the timely and successful delivery of our solutions according to customer needs and improve the entire customer experience. Sr. Project Managers will need to make decisions and find solutions quickly and with confidence. You will need to provide mentorship to other project manager team members and promote best practices.

### **Core Responsibilities**

- Coordinate internal resources and third parties / vendors for flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Ensure project feasibility
- Develop a detailed project plan to track progress through a critical path
- Communicate details and progress about projects to the Client Services Team and the client
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Work to solve any issues that may arise on project and proactively provide solutions
- Establish and maintain solid working relationships with third parties / vendors
- Create and maintain comprehensive project documentation
- Contribute to continual process and people management innovation, supporting effective delivery of solutions
- Forecast, track and manage project budgets, POs and invoices
- Define, negotiate, communicate, implement and monitor quality standards on all project deliverables
- Other responsibilities and duties as required

### **Required Skills and Qualifications**

- University degree in Project Management and/or equivalent work experience
- Minimum 5 years' experience in marketing, sales or related field
- Minimum 5 years' experience managing, motivating and leading teams to execute large scale events, marketing campaigns and experiential marketing projects
- Proactive and self-motivated
- High attention to detail
- Demonstrated experience managing multiple internal and/or external



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- vendors and clients
- Knowledge of Project Management and Business Management principles, methods and techniques
  - Ability to strategically and tactically organize and structure activities, paying particular attention to detail
  - Ability to handle multiple planned and unplanned projects, roles and responsibilities
  - Demonstrated skills and experience in mediation, negotiation, argumentation, presentation and conflict resolution
  - Strong teamwork, communication and interpersonal skills
  - Proficiency with Microsoft Project, Microsoft Office, Visio
  - Self-motivated and able to work with limited supervision
  - Ability to make evaluative judgments
  - Ability to communicate effectively, both orally and in writing
  - Strategic Agility
  - Innovation Management
  - Managing Vision and Purpose
  - Integrity and Trust
  - Self-Development
  - Passion, Integrity, Creativity and Energy!

Contact Brittany Krueger for more information or to apply.  
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