

**Job Title:** Classifieds Product Coordinator  
**Job type:** Full-time  
**Company:** Glacier Media Inc.  
**Location:** 303 West 5th Ave. Vancouver, BC  
**Requirements:** Experience in Online Product Management

The Classifieds Product Coordinator is responsible for the day-to-day support and implementation of features and functions of Glacier Media's classified products. The position involves working effectively in a cross-functional environment to deliver high-quality products by managing them through their life cycle.

This ideal candidate has completed a post-secondary degree in Business, preferably a MBA, and is seeking a demanding results-focused corporate experience.

Must be a fast learner who can assume ownership over various products.

**Reporting to:** Director of Digital Operations

**Job Description:**

The Classifieds Product Coordinator will work with the Digital Operations Manager to support existing print and digital products and roll out new classified products.

**Key Duties and Responsibilities:**

- Manage online classified platform
- Troubleshoot and resolve issues identified by frontline staff.
- Lead and manage the day-to-day components of existing and new product roll-out.
- Develop and implement a robust product rollout schedule
- Interface with 3<sup>rd</sup> party suppliers, Glacier IT, Glacier Digital Team, and frontline classified staff.
- Provide customer support
- Define and document new features, functions or services
- Ensure that products can be measured and have adhered to usability guidelines
- Interface with stakeholders and development teams to plan and implement products

**Skills and Experience:**

- Project management and product management experience
- Familiarity with customer relationship management systems
- Understanding of web software development technology
- Comprehension of Microsoft Excel pivot tables
- Knowledge of media publishing tools and content management systems an asset
- Knowledge of mobile platform tools and content management systems an asset
- Demonstration of successful track-record in online ad serving is desirable
- Proficient in improving user experience and product design
- Project management and scheduling software projects through post launch support
- Working in cross-functional groups
- Strong writing, math and communication skills

**Personal Qualities:**

- Ability to lead projects
- Attention to detail
- Ability to listen and respond objectively to new ideas
- Ability to handle multiple tasks simultaneously and work in a high-pressure, dynamic environment
- Ability to work with a wide range of functions across the company and personalities
- Sense of humor

Local applicants only.

To apply for this role, please send cover letter and resume, along with salary expectations, to:

Ian Smith

Digital Operations Manager

Glacier Media Inc.

[ismith@GlacierMedia.ca](mailto:ismith@GlacierMedia.ca)

Please submit your application by June 15, 2018

Only qualified candidates considered for this position will be contacted for an interview.