

Project Manager - Web Development

Our mid-town Toronto advertising and branding agency is seeking a capable Project Manager.

POSITION SUMMARY

You will be involved in all aspects of managing multiple web-based projects including websites, e-mail marketing and digital advertising, along with the development of related creative assets, from initial planning and design to development, testing and deployment.

RESPONSIBILITIES

- Coordinate a team of both in-house and freelance content creators, designers, developers, and other professionals working on our clients' and our agency's web-based projects.
- Develop and monitor concise Scope of Work, Work-Back Schedules, Budgets and Status Reports.
- Ensure that every web-based project undergoes rigorous Quality Assurance before deployment.
- Effectively communicate and manage Client Expectations throughout the development process.
- Coordinate and manage a team of both in-house and freelance content creators, designers, developers, and other professionals working on our clients' and our agency's digital projects.
- Develop and monitor concise Scope of Work, Work-Back Schedules, Budgets and Status Reports.
- Ensure that every digital project undergoes rigorous Quality Assurance before deployment.
- Effectively communicate and manage Client Expectations throughout the development process.

QUALIFICATIONS

- A track record of successfully moving web-based projects through to completion.
- Experience with various CMS platforms (WordPress, Kentico, Squarespace and Drupal).
- Familiarity with Agile Project Management techniques, i.e., Scrum Master methodologies.
- Background knowledge in web development, with HTML and CSS a plus.
- Certificate from an Advertising/Project Management program and/or University degree.
- A minimum of 3 years advertising or digital agency experience, specifically in Project Management for website development. This is a must.

ABOUT BLADE

Since 1991, our commitment to innovative thinking has served regional, national and international brands who have chosen our agency to help them build their brand communities. Blade was among the first Google Global Partners and has been creating winning websites, social media campaigns and digital content since the very beginnings of the Internet. Our culture is ideally suited to self-motivated, energetic professionals who are passionate about learning and invested in improving their skills.

Please send your resume and salary expectations to careers@bladebranding.com