

POSITION TITLE: Senior Project Manager

BUSINESS: Corporate

SENIOR PROJECT MANAGER

This role is primarily responsible for managing technical digital projects sold to RMI Digital clients. This position is involved and responsible for the designing, planning, and implementation of online advertising campaigns.

RESPONSIBILITIES

- Develop, maintain and execute project plans of medium to large projects within the Rogers Media group, while providing and promoting high standards of professionalism, leadership and integrity.
- Negotiate, define, communicate and manage project scope, including monitor task deliverables, and liaise with internal clients, external vendors and team members to meet deadlines and quality standards.
- Understand and communicate business needs and related project constraints to management, internal clients and project teams.
- Work with Director, Digital Media Business Services to acquire and subsequently coordinate resources in a matrix organization.
- Manage external vendors as required for the project.
- Forecast, track and manage project budgets.
- Plan and manage project communications, ensuring effective exchange of project information and deliverables to stakeholders.
- Identify, analyze, prioritize, mitigate and communicate project risks.
- Play in active role in contributing to process and resource management innovation.
- Promote the professional development of other project managers through coaching, mentoring and guidance.
- Work closely with project team members to anticipate the needs of internal clients and propose solutions.
- Assist Director, Digital Media Business Services in the ongoing development and management of the Project Management department, as required.

QUALIFICATIONS

- Minimum five years' experience as a Project, Program or Product Manager, with at least two years managing interactive projects.
- Superior written and verbal communication skills.
- Strong analytical and problem-solving abilities, with a clear understanding of the relevant technologies and processes.
- Ability to both strategically and tactically organize activities while independently managing multiple simultaneous projects involving cross-functional product teams within budgetary and schedule constraints within the fast-paced Media environment.
- Strong interpersonal, teamwork and collaboration skills, with demonstrated experience directing internal teams and working in a service-centric environment.
- Excellent time management and priority management skills, while balancing the details with the overall view of the situation.
- PC skills including beginner to intermediate proficiency in MS Office suite, MS Project, Outlook, etc.
- Mediation, negotiation and presentation skills.