

## About SMG

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With global headquarters outside Toronto, Ontario and offices in Calgary, Alberta, Social Media Group ([www.socialmediagroup.com](http://www.socialmediagroup.com)) is one of the world's largest independent agencies helping business navigate the new socially engaged Web. We take the best of both worlds: thorough business oriented consulting to uncover true strategic objectives combined with tactical execution that unleashes the creative energy and precision-oriented results of a top-flight integrated communications firm. Services include corporate social media strategy and tactical execution, content creation and management, influencer relations, reputation measurement and monitoring, educational seminars and workshops.

## About the Position

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SMG is looking to hire the **Best Intermediate Project Manager in the World**. We need someone to take ownership and manage some of our many projects from start to finish, leaving out not one detail and missing not one deadline (as well as holding the project team to the same standard). You will ideally be a skilled and experienced (4 years' plus) project manager or website producer with a marketing/communications/agency background and a passion for (and deep understanding of) the technologies and behaviours that drive the social media/online bus. This position reports to our Director of Operations.

### Here's what's in it for you:

- The opportunity to be a true social media pioneer – this is an amazing chance to be on the cutting edge of an exciting new space and make up the rules as you go along.
- SMG is growing, managing to snag some of the biggest companies in North America as clients. There will be tons of room for (personal, professional) growth in the years to come.
- We don't do banner ads. At SMG it's all social media, all the time; all of our projects are Web 2.0 driven.

### Here's what we'd like to see in the successful applicant:

- Project Management excellence – you take control, you get things done on deadline, and everyone's happy, including the client AND your team. We're really not looking for a technical PM, but rather someone who can herd the cats and get projects in on time while keeping client objectives in mind and ensuring quality content.
- The ability to take a project and run with it, kicking things off and maintaining momentum from start to finish – and then jumping right into the next project.

- Juggling skills – you will have multiple projects with multiple, at times competing, priorities. Can you make the right decisions and get the job done on time?
- Accountability – you are responsible for bringing projects in on time and on budget, holding your team accountable to the time allocated and heading off potential issues proactively.
- Leadership skills – you know the difference between leading and managing, and you are committed to treating people respectfully.
- Strategic thinker – we're a small company that offers tremendous room for growth. If you're a big thinker, this one's for you. There will be lots of opportunity to engage in strategic planning and process development as we continue to break new ground in the social media space.
- Communications skills – you need to be able to write well and explain stuff to people in a way that they will understand. Especially complicated stuff.
- A passionate team player – we want you to be REALLY into working with us and our clients.
- Comfort in a fast-paced environment. The pace here can be very intense, and we you need to be able to balance the need for speed and top-notch, quality delivery.

### **Who Should Apply**

- Interactive Project Managers with agency experience
- Web-savvy marketers with team leadership experience

### **Sound like you? Please send your resume to:**

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10 Ogilvie Street  
Dundas, ON, L9H 2S2

**Only candidates selected for interviews will be contacted. Thanks!**