

Project Manager - Senior

About SMG

With global headquarters outside Toronto, Ontario and offices in Calgary, Alberta, Social Media Group (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

SMG is looking to hire the **Best Senior Project Manager in the World**. We need someone to take ownership and manage some of our largest client 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 senior (7-10 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 and will be responsible for all projects originating from our largest client account(s).

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.
- 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.

- 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.
- Mentoring – you will be responsible for mentoring and working with more junior members of the Project Management Team, helping them improve their skills and develop a thirst for excellence in all things.
- 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.
- An understanding of web technology and platforms as well as the creative process
- A passionate team player – we want you to be REALLY into working with us and our clients, and love social media and the promise it offers.
- Comfort in a fast-paced environment. The pace here can be very intense, and you must have the ability to keep your head and continue to execute while under pressure.

Who Should Apply

- Senior Interactive Project Managers with 7+ years agency experience.
- Automotive experience a plus.

Sound like you? Please send your resume to:

Ramona.gallagher@socialmediagroup.com
Social Media Group
10 Ogilvie Street
Dundas, ON, L9H 2S2

Only candidates selected for interviews will be contacted. Thanks!