



Project Manager Job Description

Responsible for all organizational aspects of assigned projects, Origin's Project Managers report directly to the Resource Director. They are responsible for managing the project planning, estimating, resourcing, timelines, deliverables, budget, quality assurance and team satisfaction. They are central to the smooth running of every project team and work to support and remove obstacles in the successful completion of our projects.

Job Details

Job Title: Project manager

Direct Report: Resource Director

Position: Permanent, full-time, salaried

Salary Range: \$40,000 - \$59,000 per year

Benefits

VACATION: 2 weeks paid per year, plus paid non-stat days between Dec. 25 and Jan. 1

RECREATION: \$500 recreation allowances

HEALTH: HUB Health Trust of \$500 per year

TRAINING: \$500 per year in training (symposium, conferences, classes or other)

Whistler

201-1002 Lynham Road
Whistler, BC V0N 1B1
604-932-8482

Montréal

55 Mont-Royal Ouest #603
Montréal, QC H2T 2s6
514-842-5252

Job Requirements

- Minimum of 3 years of experience in an advertising agency or marketing department
- Minimum of 2 years of experience in leading large creative projects
- Completion of post-secondary degree or diploma with specialization/focus in marketing, project management or advertising
- Strong communication skills, both written and verbal. Collaborative and respectful personality
- Perfect spoken and written English
- Organization wizard, resourceful and exceptional multitasking abilities

Duties and Responsibilities

- Collaborate with the Account Supervisor to develop detailed scope of works (SOWs) including project deliverables, approach, and timeline
- Collaborate with the Resource director in estimating and resourcing each project
- Create a detailed work plan for each assigned project
- Manage, facilitate, and organize the resources (team members, contractors, third party suppliers) required to complete the project
- Develop a project completion schedule that effectively allocates resources to the activities
- Engage team members and contractors in the project plan, schedule and deliverable review
- Act as a team facilitator throughout the project and provide all team member with support, problem-solving and clear direction
- Clearly communicate with Account Supervisors the current status of all jobs in progress, and any issues affecting job quality, due dates and costs
- Monitor and report the progress of the project and make adjustments as necessary to ensure its successful completion
- Organize and manage project meetings in an effective manner
- Ensure the effectiveness, profitability, and improvement of the projects
- Review the quality of the work with the project team on a regular basis to ensure that it meets the Origin standards

- Manage the project budget and profit as it moves from inception to completion
- When necessary, participate in the project replanning process by providing insights on potential impact for resources, timeline, and profit
- Anticipate the project risks and establish a mitigation plan
- Convey project changes and updates to appropriate team members
- Lead the ongoing reconciliation of jobs for billing
- Lead the completion of the final project scorecard
- Lead the post-mortem on all relevant projects