



# BURST! CREATIVE GROUP

## Digital Project Manager

### POSITION OVERVIEW

Burst Creative Group is seeking an experienced Digital Project Manager to join our studio team in Gastown, Vancouver BC. The ideal candidate will be responsible for and comfortable with planning, scheduling and coordinating the completion of projects. Additionally the candidate will ensure projects stay on track and on budget by working closely with clients and internal team members to maintain a constant understanding of the ongoing state and health of projects.

#### You have:

- 2+ years experience with an agency successfully managing web projects.
- Strong web project management experience is an absolute must. Experience with print media is a bonus.
- Superb written and spoken communication skills.
- Experience maintaining positive relationships both internally with team members and externally with clients.
- Experience leading focused and productive meetings.
- Experience creating project schedules and allocating internal resources towards meeting timelines.
- Experience hosting presentations internally and to client stakeholders.
- Experience with project management tools.
- Proven track record of delivering projects on time and on budget.
- A high level understand of common website archetypes: small scale brochures, ecommerce, complex web applications.

### You Will:

- Work alongside account managers and production teams to assist with writing project scopes and formulating timelines and costs breakdowns.
- Use project management tools to forecast how to best allocate internal resources towards implementing project requirements to ensure projects stay on schedule.
- Be the primary point of contact with clients. Act as a buffer zone between clients and the production team.

### You Are:

- A professional team player who's eager to take on the next challenge with confidence.
- A problem solver and planner who is always thinking ahead.
- Calm, organized and flexible under pressure.
- You can manage multiple projects at once while maintaining high quality output from production teams and consistently meeting deadlines.
- A critical thinker able to identify patterns of project failures and common pitfalls and are proactive in finding solutions to avoid these issues in the future.
- Resident of Vancouver, BC (and area) or willing to relocate.
- Graduated from a college or university.

### Bonus Skills:

- Web apps such as Google Docs, Tom's Planner, TickSpot and a range of other productivity tools.
- Excel / Google Sheets.
- Adobe Creative Suite: Illustrator, Photoshop, InDesign (a real bonus).
- Copy/content writing and editing skills.
- Basic HTML/CSS understanding.
- Basic file transfer protocol (FTP) knowledge.
- Google Analytics: An understanding of how to collect, interpret and report changes in data to clients.
- Information Architecture: A good understanding of how to audit and classify information.
- Experience with a CMS such as Wordpress or Drupal.
- A high level understanding of Ecommerce concepts and challenges.
- An understanding of the various platforms for publishing and managing social media.
- An understanding of how code, content and page linking work together to help drive higher placement in search engines.

If you would like to apply for this position, please send your resume and any additional files or links to [info@burstcreativegroup.com](mailto:info@burstcreativegroup.com)

We look forward to hearing from you soon.



[www.burstcreativegroup.com](http://www.burstcreativegroup.com)