



JOB OFFER – WEB PROJECT MANAGER

Company: Symetris.ca
City: Montreal, Plateau-Mont-Royal, near Mt-Royal Metro
Job: Web project manager

Job description

Part-time or full-time (2-3 days / week = 21-35hrs/week) with flexible schedule.

At Symetris, our values (heart, discipline, expertise and transparency) are a reflection of our approach and the reason why our clients trust us. The project management team must embody them in order to build strong relationships with our clients.

The web project manager works in collaboration with the development team and the client in order to launch web projects. His/her responsibilities include:

- Communicate with Anglophone and francophone clients;
- Plan projects and detail deliverables for all people involved;
- Follow each project's schedule from kick-off to delivery;
- Reassure clients regarding their project's evolution;
- Share web-specific information in non-technical terms;
- Anticipate client needs;
- Manage multiple projects at the same time;
- Test deliverables (quality control).

Requirements

- ✓ Minimum 1 yr of experience with web project management (or equivalent degree);
- ✓ Willingness to learn, adaptability, autonomy, initiative and attention to detail
- ✓ Well organized, thorough and responsible and able to cope with stress;
- ✓ Good time management and prioritization;
- ✓ Excellent communication skills & teamwork;
- ✓ Motivated to work in a growing small business
- ✓ Written and spoken English and French (fluently bilingual);

Company description

Founded in Montreal in 2004, Symetris develops effective websites that go beyond marketing: they are designed as business tools for our clients.

We are specialists of WordPress, Drupal and mobile device optimization.

Our values:



- Heart: We care. We are passionate individuals with dreams and aspirations, as are our clients. We work to establish lasting relationships and to listen and understand issues behind each project in order to deliver impeccable results.
- Discipline: We take things in hand and support our partners from start to end and beyond. Our discipline is unwavering in balanced work ethic, planning and quality control.
- Expertise: Beyond our expertise and common knowledge, our skill manifest itself in our capacity to adapt, learn and resolve obstacles before they become problems.
- Transparency: With our clients and amongst ourselves, we prefer clear and unambiguous communication. We strive to systematically share our ideas and each project's progress, updating each stakeholder along the way.

More information on www.symetris.ca

How to apply?

Send your CV & cover letter to Brad Muncs: jobs@symetris.ca