



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 (2-3 days / week) or full-time position with flexible schedule.

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

- Plan projects and detail deliverables for all people involved;
- Create schedules and respect deadlines;
- Manage project until its delivery with regular updates;
- Manage multiple projects at the same time;
- Test deliverables (quality control),
- Write proposals for clients in tandem with the marketing/sales team.

Requirements

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

Company description

Through creativity, innovation and expertise, Symetris specializes in the creation of dynamic websites adapted to the specific needs of medium businesses and organizations.

How to apply?

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