

## Project Manager

### **POSITION DESCRIPTION:**

The Project Manager is responsible for managing the complete lifecycle of a project: beginning with requirements gathering, into implementation, testing, and through to product delivery. A PM must ensure that all client expectations are discovered, understood, met and/or managed. This position requires an organized individual with enthusiasm, energy, ability to work under pressure, heavy workloads, and tight deadlines while remaining tactful, flexible and providing superior customer service.

### **PRIMARY RESPONSIBILITIES:**

- Provide overall leadership and management of projects.
- Complete projects on-time, within the allocated budget, and meeting quality standards.
- Sole point of contact between client and company. Must ensure internal and external stakeholders are updated as appropriate. May need to negotiate changes in timelines, deliverables or budgets.
- Will be responsible for creating and adhering to a work plan and schedule, communicating staffing requirements, and assigning duties and responsibilities.
- Participates in post-project reviews to track job success and profitability, and discover room for improved efficiencies.

### **MANDATORY REQUIREMENTS:**

- Customer-facing experience in a leadership role—preferably project management—including planning, scheduling, and coordination.
- Ability to lead, manage and communicate with technical and business team members.
- Strong communications and interpersonal skills, including dispute resolution, negotiation and documentation. Must be able to explain technical concepts to a lay audience.
- Strong problem solving, decision-making and analysis skills. Must be organized, detail oriented, pro-active, and able to multi-task and prioritize.
- Bachelor's Degree with a technical component or equivalent.
- Project Management of, or hands-on experience in, software/web application development, HTML and user interfaces, database, content management, etc.

### **ASSETS:**

- Experience in working with technical team members.
- Knowledge of testing/quality assurance processes.
- Ability to work in both English and French.

**SALARY RANGE:**

- Commensurate with experience of candidate

**BENEFITS:**

- Health, Dental, and Insurance plan
- ISP allowance
- Education and Training budget

**NOTES:**

- Applications must be received in electronic format no later than April 18<sup>th</sup>, 2008 by noon EST. Apply online at [www.realdecoy.com](http://www.realdecoy.com).
- Candidate may be required to take a test.
- We thank all applicants for their interest, but only those selected for an interview will be contacted.
- This position is full time permanent and based in the Ottawa, Ontario, Canada office.

**ABOUT REALDECOY:**

RealDecoy provides development and other technical services in partnership with leading creative firms. A career at RealDecoy features:

- Stability – Free of the rapid hire/fire approach adopted by the competition
- Challenge – Many projects, many technologies, new challenges every day
- Openness – A management style focused on sharing rather than hiding
- Growth – A career path based on skill and effort

If this sounds like a place where you will grow and thrive, contact us today!

