



Phone :

Web :

Job Summary

Vacancy :

Deadline : Aug 31, 2024

Published : Jul 31, 2024

Employment Status : Remote

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Position: Junior Project Manager

Position Type: Full-Time

Location: Remote (Canada)

Division: Postmedia Integrated Advertising

The Company:

Postmedia is a Canadian news media company representing more than 130 brands across multiple print, online and mobile platforms. Award-winning journalists and innovative product development teams bring engaging content to millions of people every week whenever and wherever they want it.

This exceptional content, reach and scope offers advertisers and marketers compelling solutions to effectively reach target audiences. We are always on the lookout for talented individuals to join our team.

The Opportunity:

Reporting to the Director of Project Management Office, the Junior Project Manager will be assigned to a variety of corporate projects or initiatives and ensure project management fundamentals are applied to facilitate the projects business goals.

What you'll do:

- Initiating, planning, executing, and controlling a number of simultaneous projects by working with business teams, IT services and third parties as required;
- Managing all aspects of project delivery including scope, risk, schedule, cost, quality and communication;
- Determining staffing needs for projects and working with resource managers to coordinate the assignment of staff to projects. This staffing responsibility includes leading multi-disciplinary teams through all phases of the project life cycle and providing coaching, motivation and inspiration;
- Leading knowledge-sharing activities and making contributions to evolving our Project Management Office maturity. This includes documenting project assets, providing presentations to internal/external groups, and mentoring others on project-related matters.
- Project activities and support, as assigned.

Who you are:

- Minimum 1 year project management experience focused on information technology solutions including system integration, packaged solution implementation, infrastructure deployment, and custom software development projects;
- Highly developed communication, presentation, leadership, facilitation and negotiation skills;
- Demonstrated program/project management and execution experience, and a proven ability to manage multiple complex projects and initiatives simultaneously.
- Ability to manage ambiguity and successfully navigate large, matrixed organizations.
- Ability to review reports, interpret data and identify trends that will assist in further targeting appropriate go-to-market activities that will generate pipeline growth.
- Ability to work independently and with the team, collaborate effectively with other functional groups within and rely on strong influencing skills to achieve results.
- Excellent oral and written communication skills.
- Ability to work well under time sensitive deadlines with ability to multi-task;
- In the process of achieving or have achieved PMP Certification is considered an asset

We thank in advance all applicants for their interest, however only those candidates under consideration will be contacted. Only candidates legally eligible to work in Canada will be considered. No phone calls or agencies please.

Postmedia Network Inc. is committed to providing accommodations for people with disabilities in all areas of the hiring process. If you require accommodation during the hiring process, please make your needs known in advance. Accommodation requests will be provided on an individual basis.

Postmedia Network Inc. is committed to employment equity and an inclusive barrier-free selection process and work environment. Postmedia Network Inc. encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
