



Are you looking for a fast-paced, creative and challenging work environment?  
Is working with energetic, passionate people right up your alley?  
Are you an individual that consistently overachieves?  
If so, Torstar Digital is looking for you!

## Position Available: Project Manager

The ideal candidate is a highly self-motivated, energetic and client focused professional. This position reports directly to the Director of Professional Services. If you are an individual that consistently delivers on time and on budget and successfully manages continuous and dynamic interactions with clients, forward your resume to [careers@torstardigital.com](mailto:careers@torstardigital.com).

### THE JOB IN A NUTSHELL:

- As a key member of Professional Services team, lead cross functional team of developers, designers, QA analysts in creating web solutions for existing and new online media clients such as Toronto Star, Toronto.com, wheels.ca, eyeweekly.com etc.
- Create and manage overall project scope, plan, schedule and budget
- Document project business requirements
- Manage client expectations (Toronto Star, toronto.com etc.)
- Manage, motivate and coach team members to meet the deliverables on time, on budget
- Develop financial and operational reports to meet the reporting requirements of internal and client purposes
- As a part of the team of project managers, ensure that documented TOPS project delivery processes are followed on all projects and participate in evolving and improving existing processes.
- Play an active role in improving business processes and practices at Torstar Digital

### ABOUT YOU:

- 5+ years project management experience in Internet related technology projects
  - Well organized with excellent written and oral communication skills
  - Ability to establish and maintain relationships with business clients
  - Requirements gathering experience: interviewing and writing business requirements documents
  - Knowledge of user and system testing methodologies, ability to participate in QA by understanding and ensuring business requirements, test scenarios and implementation requirements
  - Experience developing project management work products: critical path schedules, risk management and mitigation plans, scope definitions, progress reports
  - Experience with project management methodologies: Agile, SDLC
  - Ability to manage multiple projects at the same time
  - Understanding of Internet related technologies – Portals, CMS and eCommerce systems
  - Degree in Information Systems or related
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## **STUFF THAT'S NOT ON A RESUME:**

- Driven and organized self –starter, with excellent planning skills
- Superb written and oral communications skills
- Constructive negotiator, pragmatic and decisive
- Thrives on being on the leading edge
- Passionate and knowledgeable about the Web B2C space
- Excels in a fast paced environment with highly interactive processes
- Excellent planning skills, highly organized and detailed person
- Results driven
- Works well in a fast paced, iterative team environment
- A strong leader - problem solver and solution oriented

### **About Torstar Digital:** <http://www.torstardigital.com>

Torstar Digital's mission is to deliver technology and strategic leadership to its online-only properties, create winning online businesses that can leverage Torstar Corporation's wealth of media assets and assist in online enabling of Torstar Corporation's existing portfolio of print businesses. Torstar's current portfolio of leading digital properties includes thestar.com, toronto.com, workopolis.com, wheels.ca, Olive Media, eyeReturn Marketing and a variety of regional sites.

### **About TOPS:** <http://www.topscms.com>

TOPS is a full service web solutions provider enabling the creation of outstanding online experiences for publishers, consumers and advertisers. TOPS is comprised of a leading edge proprietary publishing platform and an expert professional services and maintenance team to deliver the end-to-end solution of creating, integrating, hosting and supporting some of Canada's most prestigious brands. TOPS currently services 3 key client groups including Star Media Group; Metroland Media Group; Rogers Digital Media in addition to a number of other small-medium size properties.

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