



## Client Delivery Manager

Location: Toronto, Ontario (Liberty Village)  
Compensation: TBD: dependent on experience  
Status: Full Time  
Start Date: Immediate

Do you have a passion for managing and executing interactive media projects? Are you interested in applying your knowledge of working on web application development projects to a fast paced and constantly changing startup? Are you a quick study who works best in an open, communicative and teaming environment?

Filemobile is a Toronto based company providing software and services to support clients in their use of interactive media, user generated content, social networking and broadband video. Our vision is to support our clients in their use of the best set of tools to power engaging user experiences.

Reporting to the Chief Creative Officer, this role is a key player of the client delivery team. Working closely with the software development team and management, this role will ensure timely and effective client communications and management. This includes supporting the software development process in areas such as defining business requirements, scope management and quality assurance.

### Minimum Job Qualifications:

- 2-5 years project management experience successfully implementing web projects and working with external clients
- Relevant experience in an advertising agency environment (e.g. project management role) preferred
- Other relevant experience includes industries such as broadcast, publishing, or professional services
- Ability to work under pressure and within tight timelines
- Demonstrated ability successfully managing concurrent projects and priorities
- Exposure to some IT implementation processes including requirements gathering, change management, communications, training, documentation, data conversion and configuration management
- College diploma or university degree preferred in computer science, marketing, business administration or equivalent
- Has worked in a team environment with various skills, experience and backgrounds
- Ability to motivate a team to meet objectives and goals of the project
- Experience working with limited requirements
- Excellent communication skills and the ability to communicate technical concepts in laymen's terms.
- Comfortable making logical assumptions, validating requirements, managing scope and proactively raising questions and issues

### Preferable Job Qualifications:

- Familiar with quality assurance practices and processes
- Ability to write HTML code
- Knowledge of bug tracking and testing process

Please send your resume to [talent@filemobile.com](mailto:talent@filemobile.com). Thanks in advance to all who reply. Only candidates selected for an interview will be contacted.

