

PROJECTS MANAGER

Neo-Traffic is a Canadian company that specializes in mall advertising. Neo-Traffic operates in over 100 properties in all major markets. Our network consists of digital displays, banners, posters and specialty products (neo-traffic.com). Neo-Traffic is wholly owned by Media Group which also includes the agency Speed, an expert in promotional and experiential marketing (speed-xm.com).

Are you recognized for your sense of initiative, are you results-oriented and do you want to evolve in a dynamic company surrounded by passionate people? Here's your chance to showcase your full potential while having fun!

RESPONSABILITIES

The Project Manager will collaborate on various projects with both companies. The project manager will mainly intervene in two departments of the company:

1) Partnership

- Assist the president in the prospecting of potential partners;
- Work closely with the internal team, both creatively and financially, to provide new display options;
- Work closely with the internal team, set timelines for agreement negotiations and follow-ups;
- Develop and prepare partnership files and documents (agreements);
- Submit agreements to partners, communicate information and answer questions;
- Oversee quality service, communications and partner relationship management;
- Ensure that the partners traffic data is up to date;
- Introduce and start projects with partners;
- Ensure the coordination of the projects with the internal team;
- Follow up and participate in renewals with existing partners;

2) Marketing

- Support the sales team in the design and production of promotional material (rate card, company presentation, new property launches or new products, various other marketing tools, ...);
- Verify the accuracy of the various materials and products in circulation;
- Review of the pricing of Specialty Media products;
- Ensure that website data is accurate and up to date (from existing CMS);
- Manage social media.

In addition to the management of these two departments, the Project Manager supports the management of the company in other areas such as:

- Human Resources: training new employees, annual presentations, ...
- Spontaneous interventions in the company Speed
- Administration:
 - Preparation of special files for various partners and clients
 - Special directives to different departments
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SKILLS

- Strong interest for this industry as well as marketing;
- Bilingual (English & French);
- Be versatile, proactive, resourceful and autonomous;
- Knowledge of PowerPoint, Excel and Adobe software;
- Composition and writing skills;
- Passion for customer service;
- Motivation for learning and evolving in the industry.

ADVANTAGES

- Flexible schedule (in addition to a summer schedule!);
- Group Insurance Program;
- Dynamic and young work environment;
- Activities and fun guaranteed!