

# Consultus Digital

**Position:** Jr. Project Manager [Digital]

**Company:** Consultus Digital

**Location:** Toronto, Ontario

## **Company Overview:**

Consultus Digital stands out, not just as another marketing agency but as a beacon of radical innovation in the digital realm. Our exponential annual growth is a testament to our dedication to mastery and our proficiency in market disruption. We harness the potent trifecta of data, technology, and psychology to drive skyrocketing growth for our clients. By architecting kickass marketing and sales systems, we ensure our solutions are not just effective but revolutionary.

From website development, Google Ads management, content creation, Search Engine Optimization, to groundbreaking funnel marketing and direct response UGC ads, our offerings are vast and impactful.



**Job title:** Jr. Project Manager [Digital]

**Team:** Operations/Client Services

**Reports to:** Director of Operations

**Manages:** No direct reports

**Role Summary:** The Project Manager will oversee client setups, ensuring that projects launch seamlessly and perform exceptionally. This role involves coordinating website development, SEO, paid media, and content production, working closely with cross-functional teams to deliver quality outcomes. You'll need a knack for project management, a solid understanding of technology, a keen eye for design, and familiarity with direct response advertising and conversion rate optimization (CRO).

Targets	
<b>Output KPIs</b>	<ul style="list-style-type: none"><li>• Project Completion Rate</li><li>• Client Satisfaction Score</li><li>• Project Setup Efficiency</li></ul>
<b>Input KPIs</b>	<ul style="list-style-type: none"><li>• Adherence to Service Level Agreements (SLAs)</li><li>• Effective Use of Project Management Tools (ClickUp)</li><li>• Collaboration with Internal Teams</li></ul>
<b>Service Level Agreement:</b>	<ul style="list-style-type: none"><li>• 24-hour response time on emails to client queries (excluding weekends)</li></ul>



## Key Responsibilities:

### **Project Coordination**

- Lead client setup projects from start to finish, ensuring timely delivery of website development, SEO, paid media, content, and other digital services.
- Maintain comprehensive project documentation and status updates in ClickUp, ensuring all teams are aligned and informed.

### **Client Communication**

- Serve as the primary contact during the client setup phase, managing expectations and keeping clients updated on progress.
- Work with account managers to provide clients with a seamless onboarding experience.

### **Technical Oversight**

- Ensure all project components meet technical requirements, collaborating with developers, designers, and marketers to troubleshoot and optimize processes.
- Familiarity with tools and technologies integral to website development, SEO, and paid media setups.

### **Design & Optimization**

- Work with the creative and strategy teams to ensure deliverables align with persuasive design and CRO principles, enhancing the effectiveness of all marketing assets.



### **Project Management & Tools**

- Leverage ClickUp for task management, tracking project milestones, and collaborating with internal teams.
- Continuously seek ways to improve workflows and project delivery processes.

### **Quality Assurance**

- Review all project deliverables for accuracy, quality, and alignment with client goals.
- Collaborate with QA teams to conduct final checks before launch, ensuring seamless project completion.

### **Reporting & Analysis**

- Regularly assess project metrics and provide insights on process improvements.
- Share end-of-project performance summaries to highlight achievements and areas for improvement.

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## **Role Requirements:**

<b>Role Requirements:</b>	
<b>Hard Skills</b>	<ul style="list-style-type: none"><li>• 3+ years of project management experience, preferably in digital marketing or a related field.</li><li>• Expertise in project management tools, especially ClickUp.</li></ul>



	<ul style="list-style-type: none"><li>● Strong knowledge of digital marketing services, including website development, SEO, paid media, and content production.</li><li>● Familiarity with conversion rate optimization and direct response advertising principles.</li><li>● Understanding of design principles and visual storytelling.</li><li>● Data-driven decision-making skills and the ability to analyze project performance metrics.</li></ul>
<b>Soft Skills:</b>	<ul style="list-style-type: none"><li>● Strong communication skills with the ability to manage multiple clients and internal teams.</li><li>● Passion for organization and meticulous attention to detail.</li><li>● Leadership, problem-solving, and adaptability in a fast-paced environment.</li><li>● Ability to collaborate effectively with cross-functional teams.</li></ul>

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### **Previous Experience:**

- 3+ years of experience in digital marketing or project management.
- Experience working with diverse teams in an agency environment is preferred.

### **Education:**



- Formal education is not required, but a demonstrated understanding of the field is preferred.

Salary Range: \$45,000 - \$60,000 / annum + bonuses

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If you're a tech-savvy, design-minded project manager passionate about digital marketing, we'd love to welcome you to the team at Consultus Digital!