



Marketing Project Manager

One of the many reasons people love to work at Corel is our people. We're passionate about what we do and who we do it for. Others are drawn to our creativity and unwavering commitment to excellence. So if you're looking for a great place to work, a place where you can make a real difference, find out if this exciting opportunity is for you.

Position Description:

We're looking for a highly organized, people-oriented **Project Manager** to join our Marketing team. We need a master multi-tasker with an exceptional combination of strong relationship-building abilities, project management skills and a positive attitude.

The Project Manager coordinates digital and print creative assets for global product launches, marketing campaigns, corporate communications and sales tools. The successful candidate knows how to put all the pieces of a complex plan together, ensuring that projects are delivered on time, on budget and within scope. He/she forecasts and manages timelines, develops and implements creative processes, assigns resources, and enforces production schedules to keep the Marketing engine running smoothly and efficiently.

This is a Regular Full time position located in Ottawa, Canada.

Essential Job Functions/Duties:

- Administer the flow of projects through the department, working directly with clients, writers, designers, video producers, web producers and vendors
- Define project scope, and document new project requirements and deliverables
- Act as the administrative lead/contact for Marketing Central, project management software
- Develop and manage project schedules, identifying critical path and dependencies
- Assign project tasks and resources
- Accurately track projects and report progress to all stakeholders
- Ensure all products pass through quality control processes
- Develop forms, reports and records to document project activities, resource workloads, etc. as needed
- Oversee asset management for all creative deliverables, ensuring that files are properly maintained and organized
- Implement changes to support more efficient and effective global marketing processes

Other Skills/Abilities:

- Extreme attention to detail and organizational skills; ability to juggle multiple projects simultaneously and prioritize tasks
- Thorough working knowledge of project management fundamentals, such as planning, forecasting and tracking methodologies
- Ability to adjust to shifting priorities, demands and timelines through analytical thinking and problem-solving
- Ability to work collaboratively with cross-functional teams in the organization
- Experience working both independently and in virtual team-oriented, collaborative environment
- Knowledge of print and digital production
- Ability to delegate and supervise tasks to other team members, including leadership
- Diplomacy in negotiating timelines and priorities among staff and clients
- Strong interpersonal and communication skills are essential
- Post-secondary diploma in Marketing, Design, Business or related field, plus three years of relevant work experience, preferably in a marketing agency or consumer technology environment
- Proficiency with WordPerfect Office, Microsoft Office, Adobe Acrobat, WinZip and Google Chrome
- Knowledge of Marketing Central project management tool is considered an asset

About Corel

At Corel, we strive to give people the broadest choices in software and the freedom to express themselves in exciting, creative and persuasive ways. One of the world's top software companies, Corel boasts some of the industry's best-known graphics, productivity and digital media products. Our lineup includes CorelDRAW® Graphics Suite, Corel® Painter®, Corel® PaintShop® Pro, Corel® VideoStudio®, Corel® WordPerfect® Office, Pinnacle Studio™, Roxio Creator®, Roxio® Toast® and WinZip®.

Corel offers a competitive compensation and benefits package.

To apply, please send in your resume in a PDF format to careers@corel.com indicating the job you are applying for.

We wish to thank all applicants for their interest and effort in applying for this position, however, only candidates selected for interviews will be contacted.

For more information on Corel, please visit www.corel.com