



Junior Project Coordinator

ES3™ is a leading global competitor in the development of interactive television applications. With high profile partners and clients, its fast paced and challenging environment provides for a fulfilling career.

We are a close knit team, looking for a dynamic, determined, and positive individual to contribute their talents towards our exciting product development initiatives.

Specifically, we are hiring for a Junior Project Coordinator with a strong understanding of various media platforms: TV, mobile, web and desktop applications.

About the Job

The selected individual will be responsible for the following:

- Assist in managing various aspects of the project including project scoping, resource assignment, project plan development and tracking, monitoring and reporting through the application.
- Provide assistance managing the daily development and support activities.
- Develop and maintain all project documentation (Project Plan, Issue and Action Logs, Risk Management, Communication Plan, Status Reports, Post Implementation Reviews, etc.)
- Status reporting, continual risk/issue assessment/management and escalation/resolution are essential.
- Pull together resources effectively to implement projects. Orchestrate multiple activities at once to accomplish objectives.
- Use critical thinking skills to anticipate and manage potential risks that will arise.
- Communicate risks to the co-workers on a regular basis and ensure decisions are made quickly and effectively.

Experience

“There is no substitute for experience”

– Proverb

- Relevant post secondary education or equivalent working experience
- Minimum 1 year experience in the new media industry as a project coordinator
- Project Coordination experience for Interactive TV (iTV) and/or television broadcast

Technical Skills

“Technical skills is mastery of complexity, while creativity is mastery of simplicity”

– Erik Christopher Zeeman

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ES3.ca

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- Proficiency with MS Excel, PowerPoint, Project, and Visio
- Prior work experience as a technical project coordinator on iTV projects.

Qualifications

- Strong ability to handle multiple priorities, work under pressure and meet stringent deadlines
- Ability to work independently and in a team as and when required
- Accuracy and attention to detail are essential
- Sound judgment and problems solving ability
- Professional tact is essential
- Ability to identify risks and provide solutions for mitigation
- Excellent written and verbal communication skills
- Excellent time management skills

If you have experience in project coordinator related fields, this is the perfect opportunity to jump-start your career!

Please email your resume to:

Address: jobs@es3.ca

Subject: Junior Project Coordinator

We thank applicants for their interest; however, only those candidates that meet the above requirements will be contacted.

Job Junior Project Coordinator

Primary Location Pickering

Status of Employment Contract position leading to full-time

Work schedule Full-time

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