



Digital Project Manager

Summary & Description

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Client Relationship Management and Communication

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Knowledge and Industry Relations

- Demonstrates in depth knowledge of Snipp’s product offerings, including web and digital development, media, and analytics
- Sustain up-to-date knowledge of the changing digital media landscape and conceptualizing new, creative ways to leverage our tools to support our client’s brands
- Knowledge of mobile-based promotions both on the Web and via SMS/MMS
- Remain knowledgeable about on-going program activities

Responsibility

- Maintain a high-level understanding of all phases of website and software development process from project inception through launch
- Review wireframes, mock-ups, and configure software per project
- Thoroughly test each campaign in development and live environments
- Support the Client Service teams for technical issues and ongoing program changes
- Manage accurate project task lists, timelines, and reporting both for the client and internal groups
- Manage flow of multiple projects concurrently, take ownership of deadlines, and communicate priorities to the client and developers
- Develop a sharp understanding of the client’s brand standards, internal workflows, and conventions
- Understand and identify potential opportunities with existing clients for incremental work
- Help identify, define, and document best practices

What Snipp Offers

- The opportunity to shape the future – yours and ours – at a well-established and fast-growing company with offices across the US, Canada, India, and Europe.
- Flexible working from home schedule

Requirements

- Bachelor’s degree or equivalent experience in interactive design, development, or client relations in an agency setting
- 1-2 years (e.g. internship) of project management experience in a design studio, internal creative department, or agency environment. Direct experience working with developers is preferred
- Experienced user of Zoho, Jira, Confluence, SharePoint, Office, Google Analytics, and various third-party applications
- Demonstrate a high level of comfort with complex technical lingo and an openness to asking questions
- Excellent client service skills with strong diplomatic verbal and written communication skills
- Demonstrated ability to work collaboratively with project teams
- Experience working under continual deadline constraints with demonstrated ability to juggle multiple quick-turn projects and changing priorities
- Flexible schedule is a must
- Curiosity and initiative a must

**Location**

- Can be located anywhere – willing to work on Eastern US Time. The company is distributed nationally and internationally. Most communication occurs electronically.

Benefits

- Full benefits and salary commensurate with experience.

Benefits

Snipp is a global loyalty and promotions company with a singular focus: to develop disruptive engagement platforms that generate insights and drive sales. Our solutions include shopper marketing promotions, loyalty, rewards, rebates, and data analytics, all of which are seamlessly integrated to provide a one-stop marketing technology platform. We also provide the services and expertise to design, execute, and promote client programs. SnippCheck, our receipt processing engine, is the market leader for receipt-based purchase validation; SnippLoyalty is the only unified loyalty solution in the market for CPG brands. Snipp has powered hundreds of programs for Fortune 1000 brands and world-class agencies and partners.

Snipp is headquartered in Washington, DC with offices across the United States, Canada, UK, Ireland, Europe, and India. The company is publicly listed on the OTCQX, the highest tier of the OTC market in the United States of America, and on the Toronto Stock Venture Exchange (TSX) in Canada.

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