



As Canada's leading full-service Out-of-Home advertising company, OUTFRONT has strong coverage across the country. OUTFRONT leads the industry with data driven intelligent campaign solutions for our clients. We are passionate about what we do and provide turn-key service from start to finish.

## We are seeking a **Project Coordinator**

**OUTFRONT's growth has been aggressive and consistent. We are always adding more Digital Billboards to our inventory and broadening our offerings, including Mobile and Programmatic. We are also the only Out-of-Home company in the country that owns and operates their own printer press and employs their own install crews, resulting in a truly vertically integrated client experience. The industry as a whole has experienced a steady increase in demand and is one of the leading traditional medias today, which makes this an especially exciting time to join OUTFRONT!**

### **In this role, YOU will be responsible for:**

- Help the Program manager in administrative duties and processes
- Schedule Key Program Board and Steering Group meetings and keep minutes
- Breakdown project into doable tasks and estimate duration
- Assist with planning, from start to finish of project
- Prepare and distribute project materials
- Implement policies and procedures
- Create weekly workflow
- Order resources
- Track expenses and work on budget forecast
- Monitor progress
- Alert the project manager to issues as they arise
- Report on team and project performance
- Act as point of contact for project team and facilitate communications
- Assess project risk
- Calculate project metrics, such as quality, costs, health, etc.
- Supervise and delegate tasks to project assistants
- Collaborate on stakeholder presentations
- Foster positive relationship with stakeholders

### **YOU possess:**

- Associate or bachelor's degree required
- Master's degree preferred
- Two years of related experience
- Knowledge or project management, flowcharts, technical documentation, etc.
- Strong leadership skills
- Team player
- Deadline-driven
- Organized and focused
- Computer literate
- Certifications a plus

**WE offer** an attractive total compensation package, commensurate with experience

Candidates are invited to submit their resume to Human Resources  
by e-mail at: [jobs@outfrontmedia.ca](mailto:jobs@outfrontmedia.ca)

We will contact only candidates under consideration.

*'OUTFRONT Media Canada LP is an equal opportunity employer and is committed to providing an inclusive, barrier-free recruitment and selection process and work environment. If you are contacted for a job opportunity, please advise Human Resources if you require an accommodation to participate in our recruitment process, we will work with you to meet your needs.'*