



Job Description: Project Manager, Technology
Status: Full Time
Location: Amsterdam, The Netherlands

About Spotzer Media Group

Spotzer is the first global advertising agency dedicated to making high quality video advertising fast, affordable and highly targeted. www.spotzer.com.

We offer a remarkably affordable online library of creative, ready-to-air commercials produced by industry-leading professionals from around the world.

We also help our clients plan and buy video spots across multiple advertising media, including television, the web, and out of home TV (location specific, narrowcast networks). We use the latest technologies for targeting advertising to limited geographic areas and well defined demographic audiences. This helps our clients better target their customers and brings efficiency and cost-effectiveness to their video advertising.

By following our 3-step process, our clients can:

1. Purchase rights to use one of our pre-produced commercials with a degree of exclusivity that matches their specific needs and budget.
2. Personalize a selected commercial with a their logo, pictures, slogans and contact information.
3. Develop highly targeted media plans based on their specific objectives, audience and budget.

Spotzer levels the playing field by giving businesses more affordable marketing weapons to quickly respond to competitors and the changing needs of their customers. And we back up our process with robust account management and customer service teams to help ensure the success of our client's media campaign.

Position overview:

The **Project Manager (PM)** will be responsible for the delivery of the Company's technology projects. The successful candidate will manage multiple projects involving several outside vendors delivering various types of applications and systems. The PM will act as a single point of contact for the project to ensure that the projects are delivered on time and within budgetary constraints. They will solve resource constraints and put the necessary controls in place to ensure delivery of the project.

Responsibilities include:

General responsibilities of this position include, but are not limited to:

- Develop and maintain project plans.
- Formulates and defines technical scope and objectives of project.
- Identifies, manages, and schedules project deliverables and milestones.
- Coordinates resources both internally and externally to ensure all suppliers are optimized.
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within budget.

- Establishes standards and procedures for project reporting and documentation.
- Coordinates and responds to requests for changes from original specifications. Tracks and monitors variations from original scope and the cost implications.
- Develops and documents business processes.
- Develops and maintains technical and project documentation.
- Develops user documentation including training materials.
- Develops user testing scripts.
- Aggressively optimizes the development process and solves resource loading and resource constraints issues.
- Coordinates all technical and user groups to ensure the highest level of customer satisfaction.
- Performs other related duties as assigned.

Experience required:

The ideal candidate is someone with the following profile:

Qualifications and Experience

- Five to ten years project management experience in a high technology company.
- Prior experience managing software projects using a structured SDLC process.
- Complete understanding of project management tools, procedures and overall product life cycle, emphasis on project management skills.

Education and Skills

- University level degree.
- PMP preferred.
- Project management and customer support skills required.
- Good organizational and communication skills required.
- Prior international working experience preferred.
- Good spoken and written English language skills are essential.

Spotzer has an international working environment and we value international work experience and language skills.

Spotzer Media Group is an equal opportunity employer and offers competitive compensation and benefits.

If you are interested in joining a winning team and believe you could make a difference to our business please e-mail your resume and a short letter of introduction for confidential consideration to jobs@spotzer.com.