

Project Manager

Let's start with you...

Ever wanted to join a leading market research consultancy? We are looking to hire several tenacious and enthusiastic team members to hit the ground as **Project Managers in Toronto**.

About us:

Hotspex has been voted the *most innovative market research firm in North America, and 8th globally in 2018*. We develop new ways of gaining better, more meaningful insight to manage customer-brand relationships. This work and our global presence empower our blue-chip clients to develop and position ideas, brands, products, packaging, and communications that truly connect with consumers. Our world-class research solutions are distinguished by leading-edge technology, proprietary methodologies, and above all... employees who care about delivering a stellar client experience.

At Hotspex we know our people are what allows us to achieve all that we do and that's why it's important that everyone we bring onto our team lives our values with us.

The Hotspex Way (Our Values)

Give A Sh!t

We learn nonstop because we love what we do. Because we love what we do, we do it extremely well

Got Your Back

We take care of each other. We support one another. We build each other up. There is no culture without great people.

Yes Before No

We are solution focused. We are flexible, inquisitive and positive. Any innovation must start with yes.

Inclusive

We seek differing opinions. We ensure all voices are heard. We are strong when we are different.

We've Got Guts

We empower change. We step outside our comfort zone and bring our teammates with us. We have tough conversations. We ask to be challenged. We listen.



Some of your significant contributions will include:

- Project management scheduling and timeline management
- Coordinate individual elements of the project – check data tables and manage analytics requests, etc.
- Execute specific elements of projects such as testing online survey links; monitor field progress and prepare field reports; flagging to research any issues that arise
- Vendor and internal team liaison
- Client list management
- Working with other departments to co-ordinate project flow through Hotspex
- Focusing on excellent execution of deliverables

About you:

- Post-secondary degree/education project management or related field
- Capable of delivering accurate results in a fast-paced and dynamic atmosphere
- Impeccable multi-tasking skills
- Strong attention to detail and ability to work independently as well as in teams
- Impeccable communications skills, both verbal and written
- Experience in client service environment and market research experience is an asset
- GURU in PowerPoint, Excel and Word
- Think creatively about how to address challenges
- The following are assets:
 - Understanding of important principles in brand-building
 - Background / experience / academic knowledge/passion for Behavioural Sciences
- Wired to have fun and work hard with a great team of like-minded people!

Are you a Project Manager who has a passion for organization and wants to help us bring research and insights to life? Connect with us now by emailing your cover letter and resume to hr@hotspex.com and be a part of our fun and energetic team!

Diversity. Inclusion. They're more than just words for us. They're the hard-and-fast principles guiding how we build our teams, cultivate leaders and create a company that's the right fit for every person inside of it. We thank all applicants however only those short-listed for an interview will be contacted and let us know if you require any accommodation during the recruitment process.