

## MEDIRESOURCE INC.

### **Position: Project Coordinator Multimedia/Web**

MediResource develops e-health strategies and solutions for leading health care organizations. Through our MediResource health information databases, we are leaders in providing internet-based health information to Canadians. Our partnerships include leading portal websites such as MedBroadcast, Yahoo, Canoe, Canada.com, Telus and AOL. We also operate local health sites in the US on the MyFOX integrated network.

We are currently looking for a Project Coordinator Multimedia/Web. The position is an entry level contract or fulltime permanent position at our Toronto Office.

In this position you will work with our project management, sales, marketing, content development and production teams.

### **The position includes the following responsibilities:**

- Work with senior project leads to define the overall scope of projects
- Assist Project Managers in managing entire project lifecycles of print, web and CD ROM projects
- Assist in maintaining overall quality control of projects
- Assist in ensuring search engine optimization of any web projects
- Assist in maintaining existing web sites and respond to user and/or client concerns
- Analyze website traffic and respond to trends and demands
- Assist in maintaining client relationships
- Learn how to approach project management from a strategic business perspective
- Provide technical orientation and user perspective
- Learn to independently drive and manage tasks with the ability to ask appropriate details
- Learn how to independently manage small project and client relationships
- Other tasks as required

### **Requirements:**

- Entry level position: up to 1 year of project coordination/management experience
- Graduate of a post-secondary level program in multimedia
- General understanding of interactive web technical development
- Good foundation in lay-out and design, usability, Flash/Macromedia
- Excellent oral and written communication skills
- Excellent organizational skills
- Keen eye for detail
- Ability to assist in managing multiple concurrent projects and/or project tasks in a deadline driven environment
- Ability to quickly learn and apply new ideas, methodologies and processes
- Desire to seek creative solutions
- Ability to work in a dynamic environment
- Positive, proactive team oriented attitude

### **Additional Assets:**

- Understanding of regulatory standards (PAAB, ASC, DTCA)

- Experience in the healthcare industry would be considered an asset but is not mandatory
- Ability to work in French
- Knowledge of video production and webcasting

If you enjoy working in a very stimulating environment and constantly challenge yourself to learn more then we want to speak with you.

Please send your resume in MS Word or PDF to: [resumes@mediresource.com](mailto:resumes@mediresource.com) by Oct. 26, 2007 with the "Project Coordinator Multimedia/Web" position included within the subject line.

We thank you for your response; however, only candidates who have been selected for an interview will be contacted.