



P R O F I L E O F I N N O V A T I O N

## Job Description:

**Title: Web Project Specialist**

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### Position Description:

Our culture is fueled by passionate employees committed to addressing our customer needs, so that every point of interaction reinforces a great Schlueter experience. Joining Schlueter is not starting a new job; it's taking the first step in launching your new career.

Reporting to the E-Commerce Manager, the Web Project Specialist defines the scope of development for the new product features and ongoing feature enhancements, including management of backlog and project management activities. Defines the product vision and OKRs (objectives and key results)

Please note that this is provided as a summary and is a non-exhaustive list which may include other assignments from time to time by management.

### Primary Responsibilities:

- Writes and prioritizes user stories and defines acceptance criteria's
- Secures compliance approvals for new initiatives
- Determines service standards and policies for new products
- Follows and adheres to all governance processes and secures launch approvals
- Proven leader motivator, and effective decision maker with a detailed understanding of digital product management
- Ability to establish and maintain a high level of credibility with different stakeholders (including senior management)

### Qualifications:

- University degree in digital project management or a closely related field
- 3 to 5 years of digital or web project management experience
- Strong quantitative and qualitative skills; able to make data-driven decisions and provide recommendation to drive actions
- Bilingual (oral and written)





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### Required skills/abilities:

- Strong Team spirit
- Excellent listening, verbal and written communication skills
- Proven ability to prioritize, multi-task and pay attention to details
- Working knowledge of computer applications, including those involving; word processing, spread sheets, PDF creation, photo and graphic editing and google doc.
- Hybris / SAP knowledge an asset
- Internet skills and knowledge; Working knowledge of World Wide Web, basic Web Site terminology and web site usage; Understand the value of external links and link sharing
- Well Organized
- Self motivated; ability to accomplish tasks with minimal instructions

### About Schluter Systems Canada

*Schluter®-Systems is a family-owned and internationally renowned company that has been rapidly growing over the last 10 years. The Schluter brand is backed by a team of people working together to create a line of innovative products that provide solutions to the tile industry. We're looking to build our team with individuals who like to think BIG and want to be part of what makes our products--extraordinary. We are a company that treats its employees, suppliers, and customers as long-term partners. Where success is built on a win-win philosophy and everyone should benefit.*

*"Profit is not the goal of the business. Profit is the consequence of a job well done"..... Werner Schluter, Founder*

*Are you interested in a truly unique and special company? Hear from our employees on what it means to be part of the Schluter family: <http://www.schluter.com/careers> . Then if you're ready to see life in Orange, talk to us about this career opportunity at Schluter®-Systems.*

