

Digital Services Manager

Ready to take the next step in your career?

We're growing our team and looking for someone who thrives in a dynamic role, working on creative projects that help build brands and make a difference!

You will be responsible for leading the team and managing the website process from kickoff to launch, including meeting with clients to understand the scope of the project, while working closely with our designers and developers to bring the project to completion.

We build brands. One integrated system, all under one roof.

Who You Are:

- Project management and leadership experience required
- Positive attitude and genuine desire to listen, understand and serve our clients.
- A natural leader, someone others want to work with
- Self-starter with the ability to work with limited supervision
- Strong communication skills (written and oral).
- Attention to detail, creative problem solving, quick learner, ability to multitask, highly organized.
- Strong computer skills with a desire to dig into the details and learn new software.
- Proven ability to work well in a fast-paced environment and can handle multiple tasks.
- Previous web, digital marketing and DNS knowledge considered an asset.

Responsibilities:

- Leading and developing the team – assisting in hiring, performance reviews, etc.
- Manage team capacity and timelines across multiple projects at once.
- Work with clients and communicate details with our internal team to complete projects.
- Seek out new sales opportunities and lead project kickoff meetings
- Building marketing proposals, including digital advertising, social media and SEO.
- Meeting with clients to understand their goals, create reporting and review campaign performance, often communicating nuanced campaign details and recommendations.
- Providing guidance and recommendations for emerging technologies and industry trends.

We have a relaxed and positive atmosphere, a bright and open office environment, invest in training opportunities and technology, and provide a complete healthcare & benefits package including weekly lunch options and snacks.

Please email your application to Matt.Penner@onPoint.ca by November 2, 2026.