



Position: IT Project Manager
Reports to: CEO
Department: IT
Location: Head Office, Toronto, Ontario

Summary:

As a Project Manager you will provide high impact leadership on strategic Infrastructure, IT Operations, projects and programs. You will be responsible for the execution of project and program management activities (including, building the project governance structure, analysis of deliverables, cross-organization engagement of stakeholders, business case planning and delivery of work-streams), Risk Mitigation, Communication and Financial tracking on assigned projects and programs.

Responsibilities:

- Lead the IT projects and programs and projects
- Develop, track and manage project budget, project plans, timelines and scope
- Manage Business Analysts and other IT staff in the delivery of high-quality IT solutions that meet business needs
- Evaluate and approve change requests on applications or systems
- Measure the impact of changes on others systems
- Manage resource work calendars and evaluate the need for resources
- Provide the Exec team with relevant contextual information and analytics to facilitate decision-making
- Translate key leadership decisions and align all stakeholder groups towards delivering the project objective
- Assist in prioritizing competing objectives through detailed cost-benefit analyses
- Ensure appropriate systems development and project management processes are being utilized
- Make presentations to steering committees or project sponsors
- Communicate work in progress to management and partners
- All other duties as assigned by management

Academic Qualifications and Experience:

- College/University degree in IT/ Computer Science/ Networking
- Minimum of 10 years' experience in IT, 5 of which should be in Project Management
- PMP Certification is a must
- Experience in managing new software implementation
- Demonstrated success in managing multiple IT projects simultaneously with varying degrees of complexity
- Solid understanding of Information Technology and its corresponding domains
- Ability to negotiate a compromise among business partners with competing priorities
- Working knowledge of French is an asset

Effort (Physical/Mental Effort):

- Ability to work under pressure and react with urgency, meet deadlines and produce results on time
- Ability to respond quickly and effectively under constant changing conditions
- Ability to work in a multi-function, multi-tasking, detailed environment both within a team as well as independently

Working Conditions:



- Open concept office environment with multiple workstations
- Computer work
- Some travel within the Greater Toronto Area and Montreal

The Company values diversity in the workplace and is committed to employment equity. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the company will provide accommodation, accessible formats and communication supports for the interview upon request and we will work with you to meet your accessibility needs.