

## IT Project Manager

Reporting to the Manager, PMO, this position is responsible for planning, executing and evaluating projects according to project management methodology and project definitions. This individual will lead multiple application and infrastructure related projects within the overall project portfolio. Additional responsibilities include, but are not limited to:

- Initiating projects following appropriate project management methodology including gathering and defining comprehensive project requirements.
- Delivering IT projects based on the overall IT project portfolio.
- Developing best practices and tools for project execution and management.
- Defining project management methods, procedures, and quality objectives, including metrics for assessing progress.
- Providing technical and analytical guidance and work direction to project team.
- Assessing variances from the project plans, budgets and schedules, develops and implements changes as necessary.
- Identifying potential areas for improvement in current methodologies and provides coaching to others leading projects.
- Developing and maintaining a productive working relationship with project sponsors, vendors, and key clients.

### Qualifications

This position typically requires a diploma, certificate, degree or other post-secondary education in a related field and 5-10 years related experience in a Project Management capacity. Additional qualifications include:

- Project Management training and certification is an asset
- Excellent discipline and time management skills to plan, manage, and deliver results within a team and independently
- Excellent written/verbal communication and collaboration skills
- Ability to travel to where the work needs to be done
- Customer-focused approach to resolving business process related systems issues
- Ability to proactively identify and manage risk
- Ability to influence without authority
- Bilingual in French and English is an asset



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