



Job Description

Job Title:	IT Project Manager
Department:	Project Management Office
Reports To:	COO
Location:	Edmonton

Role:

The project manager has the overall responsibility for the successful planning, execution and completion of IT hardware and infrastructure projects for small to medium size businesses. A project manager must have the ability to ask investigative questions, uncover unstated assumptions, and resolve conflicts. Key among the duties of a PM is the ability to understand risk and how it impacts the success of a project. A project manager will take on the management of projects with the goal of delivering every project on time, within budget and within scope.

Responsibilities:

- Develop a project scope; determine, design and document the project boundaries.
- Create and track project documentation.
- Manage multiple projects through all phases.
- Communicate project progress and issues to stakeholders.
- Schedule and manage resources across multiple projects.
- Review and approve overtime and travel expenses.
- Prepare and distribute customer invoices.
- Reporting to key project stakeholders.
- Meet financial objectives.

Skills/Qualifications:

- Leadership skills; motivate, resolve conflict and make decisions.
- Logical thinking; understand facts to solve problems and to keep it simple.
- Strong attention to detail.
- Exceptional written and oral communication skills.
- Effective time management to balance conflicting demands.
- Strong ability to prioritize and manage multiple projects and resources at the same time.
- 3+ years of IT hardware and infrastructure Project Manager experience.
- Valid driver's license.