

Project Manager Job Description

We are Driven by A Passion to Perform. This is more than a claim, it's how the way we do business. We're committed to being the best in the industry, balancing passion with precision to deliver superior solutions for our clients. We are searching for a Project Manager to join our team.

Key responsibilities:

- Plan, execute, and close projects according to schedule deadlines, including acquisition of resources and coordinating the efforts of team members and third-party contractors or consultants.
- Partner with stakeholders to define the project's scope, objectives, deliverables and critical success factors that support business goals.
- Communicate the project's scope, goals, objectives, deliverables and critical success factors to the project team.
- Monitor progress and make sure timetables and quality standards meet agreed targets.
- Keep senior managers, internal staff, and external service providers up-to-date with progress reports.
- Assist in proactively resolving process and resource roadblocks and bottlenecks.
- Oversee quality control throughout the project life cycle.
- Identify and resolve issues and conflicts within the project team, and escalate when necessary.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Build, develop, and grow any internal business relationships vital to the success of the project.

Requirements

- Excellent organizational, interpersonal, and leadership skills.
- Methodical and structured approach to project management.
- Experience at working both independently and in a team-oriented, collaborative environment is essential.
- Ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Strong written and oral communication skills.
- Customer service skills an asset.