ProjectManager

Job Description

The Hamlet of Enterprise is looking for a project manager who will be responsible for the direction, coordination, implementation, executive, control and completion of projects while remaining aligned with the strategy, commitments and goals of the organization.

Responsibilities

- Plan and implement projects
- Help define project scope, goals and deliverables
- Define tasks and required resources
- Collect and manage project team
- Manage the project budget
- Allocate project resources
- Create a project schedule and timeline
- Support and direct team
- Lead quality assurance
- Report on the project status
- Present to stakeholders reports on progress as well as problems and solutions
- Implement and manage changes when necessary to meet project deliverables
- Evaluate and assess the result of the project

Qualifications

- Excellent communication skills
- Problem-solving and leadership skills
- Project planning, risk management, time management and other project management skills
- Project management qualification (PMP), Certified Associate in Project Management (CAPM), or equivalent experience as a project manager
- Experience in strategic planning, risk management and/or change management
- Proficiency in project management software and tools
- Contract negotiation
- Conflict resolution experience

Education and Certifications

Candidates should have at least a bachelor's degree in business, computer science or engineering. A graduate program in project management, business administration or related field and Project Management Profession (PMP) certification preferred.

Project Manager Salary

Depending on experience, the salary for the open project manager position is around $75,000.

To apply, please send your application by email to: sao@enterprise-nt.ca