

### **Nature of Work**

Reporting to the VP of Project Management, this position will lead, organize and implement new and exciting company projects. Working in a team environment, you will be responsible to plan, execute, and finalize projects according to deadlines and within budget. As a junior project manager, you will be given the opportunity to develop superior project management skills and business acumen and the opportunity to grow within the company. You are fun, passionate and caring and driven to provide the best customer experience in everything you do.

### **Accountabilities**

- Lead and monitor small to large scale projects ranging in complexity, from inception to completion
- Establish multi-disciplinary project teams, oversee all project activities to meet the agreed upon deliverables as documented in the project authorization and in accordance with the project's scope, timeline and budget
- Create and manage appropriate project documentation, processes and procedures based on industry best practices
- Track and analyze project risks and recommend improvements
- Oversee and evaluate the work performance of external service providers with respect to quality, timeline, cost and completion of required tasks
- Organize, Chair and facilitate stakeholder meetings, where appropriate, while documenting and following up on action items and decisions resulting from meetings
- Generate and maintain a project management calendar for fulfilling the projects goals and objectives
- Create and deliver regular project status update reports to Management
- Promote and practice company values nurturing a safe work environment

### **Education, Training and Experience**

- A diploma or certificate in Project Management, Business, Engineering or academic training and experience deemed equivalent
- Project Management Designation is considered an asset
- Proficiency with Microsoft Office 365 Suite - Excel, Word, Outlook, Project and PowerPoint
- Experience managing Government projects will be considered an asset
- Experience with process improvement initiatives will be considered an asset
- Broad knowledge of the technical aspects of the telecom industry will be considered an asset
- Working knowledge of Google Earth Pro and GIS systems using ESRI ArcMap products will be considered an asset

### **Skills and Competencies**

- Detail oriented with strong organizational, time management and project management skills
- Competency in budgeting, project planning, cost control and analytical reporting
- Demonstrated ability to effectively organize and prioritize work in a timely manner
- Capable of multi-tasking numerous projects at once and working within deadlines
- Proven ability to work under tight deadlines
- Demonstrated ability to anticipate and promptly identify potential problems and take corrective action before they become issues by using analytical skills to reach a logical conclusion
- Ability to develop collaborative working relationships with other teams or groups to achieve goals
- Must have demonstrated excellent human relations, influencing, communications and listening skills to deal effectively with all levels of employees, management, vendors and customers

### **Expectations**

- We offer competitive compensation and a comprehensive benefits package for the successful candidate
- Travel is required based on business needs
- Must demonstrate a reliable attendance track record
- This position can be based in Prince Rupert, Terrace, Kitimat or Smithers

Please note that interviews and assessments may be required to determine skills and qualifications for the position. Please submit a cover letter, resume or a CityWest Internal Application to the attention of Human Resources at City West, 248-3rd Avenue West, Prince Rupert, B.C. or by email to [recruitment@cwct.ca](mailto:recruitment@cwct.ca)