

Nature of Work

Reporting to the Director of Project Management, the Project Manager will lead, organize, and implement new and exciting company projects. Working in a team environment, the Project Manager will be responsible to plan, execute, and finalize projects according to deadlines and within budget. As a Project Manager, you will be given the opportunity to showcase your superior project management skills and enhance your business acumen in the telecom world. You are a fun, passionate, caring individual and driven to provide the best customer experience in everything you do.

Accountabilities

- Lead and monitor medium to large scale telecommunication 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 document 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
- Produce, track and analyze project:
 - risks (and recommend improvements);
 - budgeting; and
 - scheduling
 - ensuring that the project goals and objectives are met
- 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 (internal and external) meetings, where appropriate, while documenting and following up on action items and decisions resulting from meetings
- Create and deliver regular project status update reports to Management and/or key stakeholders
- Attend and contribute to Project Management and other City West departmental meetings
- Travel to project locations as required
- Promote and practice company values nurturing a safe work environment

Education, Training and Experience

- Project Management designation is preferred (PMP or Certificate)
- A minimum of 3-5 years project management experience is required
- Experience project managing telecommunication projects (Fiber to the home/FTTH & backbone/transport) is preferred
- Proficiency with Microsoft Office 365 Suite - Excel, Word, Outlook, Project and PowerPoint
- Experience managing projects that require a high level of governance and interface with the executive team will be considered an asset
- Capital budget management experience will be considered an asset
- Working knowledge of Google Earth Pro and GIS systems using ESRI ArcMap products will be considered an asset
- A valid Class 5 driver's license is required

Skills and Competencies

- Detail oriented with strong organizational, time management and project management skills
- Competency in budgets, estimating, 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 a competitive compensation and comprehensive benefits package for the successful candidate
- Willingness to travel across the communities within CityWest's operating area
- This position can be based in any of City West's offices or remotely within BC