



Senior Project Manager

Employer: ORIGNIX Inc.

Location: Calgary, Alberta

Type of Employment: Full time – Permanent

Anticipated Start Date: As soon as possible

Job Description:

Senior IT Project Manager is responsible for high profile and significant retail & services projects, typically with large budgets and sizeable staff, focused on meeting project commitments, including communications with executive sponsors, stakeholders etc. Spends majority of time on project management responsibilities.

Principal Duties & Responsibilities

- Oversees development of statements of work, scope/priority definitions and the creation of budgets and schedules for projects. Develops documents with appropriate standards and client requirements and needs.
- Oversees the selection of assigned personnel for projects. Ensures communication and understanding of deadlines, assignments and objectives. Acts as point of contact with client project management and senior executives.
- Performs ongoing review of project status; identifies risks. Documents project progress including implementation, timelines, issues, risks and successes to maintain project course. Assesses results and determines and implements risk mitigation solutions as appropriate.
- Maintains grade and quality of project deliverables within defined and agreed upon project requirements. Oversees and implements changes and adjusts as appropriate.
- Interfaces with team members, stakeholders and management to anticipate and manage changes to projects, such as but not limited to, technical requirements, business requirements and schedule. Determines when additional resources are needed.
- Identifies or gathers information regarding possible solutions that may create additional, different or unique project objectives or results.
- Participates in discussions regarding project-related decisions and project direction at the executive level. Participates in proposal efforts and sales calls to ensure project approach and deliverables meet client needs and specifications.
- Manages expectations of client project/senior management, company management and project team for agreed upon project performance by obtaining, providing and interpreting project metrics. Leverages corporate synergies to improve customer information technology performance.
- Gathers feedback from client on project results; analyzes feedback and incorporates same into future programs.
- Oversees assigned personnel for projects. Assigns work and provides direction with regard to timeliness and completion of objectives. Addresses performance issues within prescribed guidelines. Provides performance input at regular intervals.
- Prepares and recommends project operating and personnel budgets for approval. Monitors spending for adherence to budget, recommends variances as necessary. Balances project resources (people, budget, material, time) to optimize project objectives.
- Defuses emotionally charged situations and uses them to constructively build greater shared commitment to end goals of assigned projects

- Regularly makes decisions and takes independent action on matters directly affecting project objectives (both business and project management objectives). Guides staff and project managers in learning and applying useful decision making approaches.
- Continuously improve project management toolkits and methodologies used within the company.
- Provide expertise and consulting to junior project managers in the process of project management and in the softer skills of team dynamics, team building and group motivation
- Identifies, develops, and initiates innovations and solutions where precedents and procedures may not exist. Works cross-functionally to solve problems and implement changes. Analyzes decisions and actions for their support of the larger area's strategic direction. Works with senior management to resolve more complex problems
- Fosters and manages productive relationships with client. Handles broad-based, often complex, communication for internal and/or external audiences.

Basic Qualifications/Technical Skills:

To be considered for this position, you must minimally meet the knowledge, skills, and abilities listed below:

- Familiarity with retail and services industry.
- PMP with BA/BS degree in management, technical or engineering field (MBA preferred).
- Minimum 10 years of increasingly responsible experience, with at least 7 years of managing increasingly complex projects in a highly technical environment. Able to work effectively and efficiently toward goals in a complex, diverse environment with multiple and changing demands. Known for effective leadership of staff. Passion for client satisfaction.
- Outstanding record of project management success, both in results achieved (delivering projects on-time, on-budget and to specifications) and in use of professional methodology such as PMI's PMBOK.
- Demonstrated track-record leading multidisciplinary teams and leading technical projects.
- Dynamic, self-starter with strong attention to detail and the ability to function independently. Good verbal and written communication skills. Strong planning and organizational ability.
- Deep knowledge of principles, practices and theories in project management discipline is required. PMI's PMP certification is a must. Knowledge of agile project management is a plus.
- Thorough understanding of project management phases, techniques and tools:
 - Initiate: project charter, preliminary schedules/budgets
 - Planning: definition/scope/requirements
 - Execute & Control: scope, work plans, resources, deliverables, Q/A, transition planning, etc.
 - Close: completion and assessment
- Understands who is the client and what are the client's needs; provides realistic expectations; establishes specific customer satisfaction standards and actively monitors client satisfaction.
- Demonstrates superior collaboration skills and techniques which appropriately define alternate solutions; resolve conflicts; and create lasting, productive partnerships with clients.
- Projects a credible executive image when strategically communicating and planning for change.
- Demonstrates superior inter-personal skills, conflict resolution, and negotiating skills.

Eligibility Requirements:

- Must have unrestricted authorization to work in Canada to be considered.

Interested in applying for this position? Please send your resume to careers@originix.com. We thank all candidates for their interest, however, only those selected for interviews will be contacted.