

WE'RE HIRING!



Project Manager - Toronto

Dominion Voting is seeking an experienced and passionate **Project Manager** to join our team in Toronto! This position will be responsible for the effective project management of assigned projects throughout the Operations, North territory which includes but is not limited to, scheduling, budgeting, quality, staffing, communication, risk, supply chain, integration and customer communication.

Responsibilities

- Work closely with other cross functional associates (sales, customer relations, product management, technical services, etc.) to insure professional project delivery and customer satisfaction.
- Responsible for all stages and initiatives for projects from proposal and requirements definition to project planning and implementation:
 - Define business requirements and processes
 - Plan and validate business, functional and technical requirements.
 - Lead project review sessions with customers, as well as internal technical and business staffs
 - Manage client expectations and facilitate client communication.
 - Formulate progress, costs and scheduling reports
 - Track and manage change requests
 - Produces status reports to stakeholders
- RFP Response
 - Conceptual Implementation planning
 - Conceptual Training planning
 - Project Plan charting
 - Provision documents for RFP responses
- Implementation Cost Analysis:
 - Estimate Cost of Implementation
 - Supervise and implement project plans
 - Determine actual cost of implementation
 - Monitor implementation expenses
- Review and Understand Contractual Obligations:
 - Monitor and update Project Plan with deadlines
- Review and Understand Hardware and Software specs:
 - Monitor POs to ensure minimum sepcs are met
 - Monitor POs to ensure components are certified
 - Monitor POs to ensure obligations are met

Qualifications

- Undergraduate degree in business, preferred
- Project Management certification through the Project Management Institute preferred.
- 3-5 years of experience in project management, including large scale project experience.
- Demonstrated ability to project manage multiple, parallel projects with detail-oriented skills.
- Strong business analyst and project management skills are essential.
- Team player and willing to assist the team to accomplish tasks.
- Experience with JIRA or other Project/Issue tracking software
- Proficient in both traditional Waterfall SDLC and Agile / Lean methodologies, Microsoft Project, Office and Visio.
- Excellent verbal and written communication skills in order to interact with a broad range of technical and non-technical audiences. This includes the ability to interact professionally with a diverse group, executives, managers, and subject matter experts.
- Strong organizational skills to include multi-tasking and time management skills.
- Knowledge and understanding of information technology to include all areas of IT.
- Dynamic, confident personality with proven leadership skills, who can take charge and produce results.
- Ability to establish and maintain business relationships with customers.
- Ability to analyze problems and identify potential solutions and preventive measures.
- Ability to work effectively in a fast-paced, high-energy, team-oriented environment
- Knowledge of quality systems and "lean" concepts is a plus.
- Ability to travel up to 50% of the time; domestically and internationally.

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