

DIRECTOR – PROJECT MANAGEMENT OFFICE

Location : 4535 boul. Hamel #240, Québec

OVERVIEW:

The Director – Project Management Office is responsible for the development of the project management office, planning and managing various assigned projects, and managing the project management office's team. He or she will ensure that all projects assigned to the team respect the company's quality standards, allocated budget and timelines set for successfully completing each project phase.

SPECIFICALLY:

Development of the project office

- Provide status reports to the VP of Marketing regarding the progress and performance of the company's NPI portfolio
- Improve and standardize the project portfolio development process
- Develop and establish processes between teams and departments to improve the management of project timelines, budgets, scopes and risks based on a matrix organizational structure
- Develop tools and approaches to ensure optimal collaboration between all departments involved in product development projects
- Develop management and reporting tools for all projects (MS Project, NPI Dashboard) by integrating project management best practices

CONTACT

Please send your cover letter and resume to Ms. Marie-Pier Fortier at: rh@leddartech.com

Only selected candidates will be contacted for an interview.

Project management

- Initiate, plan, monitor, fully manage, carry out and complete assigned projects
- Manage the team assigned to achieve the project's objectives
- Cooperate with directors and system experts to achieve the projects objectives
- Plan and carry out the overall gateway process
- Generate progress reports, including all key performance indicators, for each stakeholder
- Work closely with the management team to develop a project recovery plan if there are changes to the timelines, budgets or project scope

Team management

- Recruit, train and manage the project management office' staff, based on the company's current policies and procedures. Ensure good communication within his or her team
- Develop, coach and support employees
- Evaluate employees' performance

WE ARE LOOKING FOR A CANDIDATE WITH THE FOLLOWING PROFILE:

REQUIREMENTS:

- 20 years of experience in project management, including 7 years managing a project office
- Bachelor's degree in Science, Engineering or in a technical field OR relevant and equivalent experience and training
- MBA or Master's degree in a relevant field (an asset)
- Bilingual – English/French (A MUST)