

## PROJECT MANAGER

Location : 4535 boul. Hamel #240, Québec

### OVERVIEW:

The Project Manager is responsible for planning and managing various assigned projects. He or she will ensure that the projects respect the company's quality standards, allocated budget and timelines set for successfully completing each project phase.

### SPECIFICALLY:

#### Project management (85%)

- 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

#### Development of the project office (10%)

- Under the supervision of the Director – Project Management Office Participate to improve the project office's processes and tools

#### Collaborate in the organization's development (5%)

- Participate in meetings required for this position
- Assist work colleagues
- Collaborate to develop the organization's administrative procedures

### WE ARE LOOKING FOR A CANDIDATE WITH THE FOLLOWING PROFILE:

#### REQUIREMENTS:

- 7 years of experience in project management
- Bachelor's degree in Science, Engineering or in a technical field OR relevant and equivalent experience and training
- PMP certification (an asset)
- Bilingual – English/French (A MUST)
- Excellent ability to communicate (spoken and written) with different clients (external clients, management, engineering team, etc.)
- Autonomous and excellent problem-solving skills
- Ability to carry out multiple tasks at the same time and prioritize work to adhere to tight deadlines
- Proven creativity and flexibility
- Attention to detail and rigour
- Excellent analytical and synthesis skills
- Ability to negotiate
- Excellent ability to influence and rally teams together
- Available for travel (at least 10% of the time)

### CONTACT

Please send your cover letter and resume to  
**Ms. Marie-Pier Fortier at: [rh@leddartech.com](mailto:rh@leddartech.com)**

Only selected candidates will be contacted for an interview.