

## JOB DESCRIPTION

<b>Title of Position</b>	<b>Project Manager – Experienced</b>
<b>Department</b>	<b>Project Management Office</b>
<b>Immediate Supervisor</b>	<b>Chief, Risk and Compliance Officer</b>
<b>Location</b>	<b>Montreal (Blainville)</b>

### Summary of the Role:

As part of the Hitachi Systems Security Project Support Office, the Project Manager is responsible for successful delivery of Hitachi Systems Security projects for our clients through sponsor relationship management, project plan development and execution, budget and schedule management, issue and risk management, project team member coordination, and project change control.

### Primary Responsibilities:

- Manage all aspects of a project, from start to finish, so that it is completed on time and within budget; and manage several projects simultaneously;
- Design, communicate, and implement an operational plan for completing the project;
- Monitor progress and performance against the project plan;
- Resolve escalated and operational issues and minimize delays;
- Identify, develop, and gather the resources to complete the project;
- This may include preparing designs and work specifications, developing project schedules, budgets and forecasts; and selecting materials, equipment, project staff, and external contractors;
- Liaise with other operational areas in the organization to secure specialized resources and contributions for the project;
- Conduct meetings and prepare reports to communicate the status of the project;
- Create, manage and report project metrics to appropriate levels of management;
- Set priorities, allocates tasks, and coordinates project targets and milestones;
- Manages and report Recognized Revenues Forecast based on project plans and associated deliverables;
- Manage resource allocation of PMO and PS staff on PS projects to ensure proper utilization based on target resources utilization

### Qualifications Required:

- Bachelor's degree in Business, Computer Science, Engineering, or a related discipline
- Minimum of three (3) to five (5+) years of project management experience, with a background in information technology consulting

- PMP (Project Management Professional) certification or equivalent knowledge in project management methodologies
- Demonstrated success in delivery of cross-organizational projects
- Demonstrated success in managing direct staff reports that are geographically dispersed
- Experience in managing executives and tracking and reporting on KPIs
- Able to identify, create, and modify processes to enhance business goals
- Outstanding organizational skills; ability to multi-task
- Ability to work to demanding deadlines
- High level of motivation to achieve desired results
- Proven ability to prioritize tasks effectively, with attention to detail
- Be a team player who can work effectively with peers and management across the organization
- Bilingualism required: Candidate must have excellent skills in English and French (written and spoken)

#### **Qualifications Considered an Asset :**

- Knowledge and background in project planning software, particularly within an ERP system

#### **We offer:**

- State-of-the-art IT equipment
- Dynamic work environment
- Employee Referral Bonus
- Group insurance plan
- Team spirit and dedication to service excellence
- Sense of belonging to a global, brand-name organization