

Project Leader

Position Title:	Project Leader
Department:	Operations
Reports to:	Operations Manager
Compensation:	Salary
Location:	Oshawa
Posted:	September 8 th , 2023

The Project Leader reports to the Operations Manager to help ensure successful project delivery by coordinating the resources, equipment, meetings, and information required for organization projects. The Project Leader will organize projects with the goal of getting them completed on time and within budget. This may include assisting with the planning, organizing and communication of project activities.

The Project Leader is responsible for administration of the Project Office, coordination of small projects (including system upgrades, small enhancements, and continuous improvements) and assisting with coordination of large projects.

Position Responsibilities

- Organize, attend, and participate in stakeholder meetings.
- Chair and facilitate meetings where appropriate and distribute minutes to all attendees.
- Document and follow up on important actions and decisions from meetings.
- Prepare necessary presentation materials for meetings.
- Provide administrative support as needed, with a focus on maintaining the Project Office and Continuous Improvement Program.
- Participate in efforts to build and improve project delivery and change management capabilities for
- the organization including building organizational frameworks and delivering the solutions.
- Support development of project strategies, as needed.
- Contribute to project planning and execution, including engaging with team members and other
- stakeholders, developing project plans, coordinating project work, and reporting project progress.
- Support and carry out the communications strategy, including key stakeholder communications via
- digital and other communication channels.
- Work with the necessary department managers to contribute to content for member
- communications with a focus on project changes and impacts.
- Administer and contribute to content management for organizational communications.
- Supports transition of any innovative solutions to operations

- Coordinates with other department managers to build training and support materials including operational documentation that supports knowledge sharing of project implementations.
- Work with business leaders to bridge the gap between projects and operations for the Digital and Projects department.
- Help to build organizational frameworks and deliver the solutions.
- Help to identify, formulate, and define projects, reviewing the potential benefits to see if proposed solutions are needed for our organization.
- Perform evaluation of alternatives and recommendations reports, to identify the most valuable solutions for our organization.
- Aid with monitoring and maintaining project plans, schedules, work hours, budgets, and expenditures.
- Administer project approval procedures and ensure project documentation is maintained appropriately.
- Facilitate project risk and issue reporting, and participate in risk and issue management activities, as needed.
- Administer project change control procedures.
- Collect and report project performance metrics.
- Develop and oversee solution testing for projects, as needed.
- Lead in project implementation and the coordination of resources, as needed. Preparation of CRMBI Reporting to applicable leaders and regulators.

Position Qualifications

Education & Experience

- Interpersonal skills.
- Good written and verbal communication. Business writing skills.
- Reporting and documentation skills.
- Organizational skills.
- Good analytical skills. Ability to sort out details.
- Ability to identify stakeholders.
- Strong and timely follow up.
- Leadership/influencing skills.
- Proficient with Excel, SharePoint, and PowerPoint.
- CAPM or other project management certification an asset.
- Financial institution experience and familiarity with technology landscape in the financial sector an asset.

Interested candidates can forward their resume to HR@pathwise.ca