



<b>Position Title:</b>	<b>Project Manager</b>
<b>Reports to:</b>	<b>Team Lead – Project Management</b>
<b>Business Unit:</b>	<b>Information Technology</b>

## Position Summary

Reporting to the Team Lead – Project Management, the **Project Manager** is responsible for the coordination and completion of assigned projects on time, within budget and within scope. The Project Manager will be assigned multiple projects at a time and will be required to engage with internal business customers, internal IT teams and external vendors to ensure successful project execution.

## Job Functions

### Essential Responsibilities

- Oversee the entire project cycle, from project approval to project closure
- Define project scope and deliverables that support business objectives, in collaboration with senior management and stakeholders
- Develop project plans and associated communications documents
- Effectively communicate and manage project expectations with team members and stakeholders in a timely and clear fashion
- Develop and maintain effective internal and external partnerships
- Develop budget estimates, track actuals to budget, and request subsequent budget changes where necessary
- Determine the resources and participants needed to achieve project goals
- Work with other managers to ensure the availability of required personnel
- Determine any requirement for additional staff and/or consultants
- Identify and resolve issues and conflicts, or escalate as necessary
- Identify and manage project dependencies and critical path
- Plan and schedule project timelines and milestones
- Track project milestones and deliverables
- Proactively manage changes in project scope to ensure project scope is delivered
- Develop and deliver project documentation and presentations
- Identify, communicate and manage risks
- Follow established NSLC project management practices

### Secondary Responsibilities

- Coach, mentor, motivate and supervise project team members and contractors; influence them to take positive action and accountability for their assigned work
- Conduct project lessons-learned sessions and make recommendations to identify successful and unsuccessful project elements
- Provide input to the development of departmental and project management procedures
- Demonstrate commitment to the NSLC's KORE Values
- Demonstrate commitment to the NSLC's social responsibility mandate
- Demonstrate commitment to workplace health and safety
- Perform other related duties as assigned

## Qualifications



## **Knowledge, Skills and Abilities**

### Knowledge

- Strong knowledge of project management techniques
- Basic knowledge of retail, supply chain, finance, merchandising, or HR/Payroll concepts and processes

### Skills

- Effective verbal and written communications skills
- Clear and articulate presentation skills
- Strong interpersonal skills
- Excellent analytical and organizational skills, including the proven ability to adapt to a dynamic project environment and manage multiple projects
- Strong computer literacy including Microsoft Project software

### Abilities

- Work independently and in a team-oriented, collaborative environment
- Manage multiple priorities in an environment of significant organizational change
- Adapt to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- React to project adjustments and alterations promptly and efficiently
- Lead and motivate teams
- Ability to elicit cooperation from a wide variety of stakeholders, including upper management, clients, team members and other departments
- Establish and maintain effective working relationships
- Apply and share knowledge and expertise effectively

## **Education and Experience**

### Required

- An undergraduate degree or equivalent credential in a relevant field
- At least 3 years of direct work experience in a project management capacity, including all aspects of the project management lifecycle

### Preferred

- Training and experience in coaching and mentoring
- Project Management Professional (PMP) certification
- Experience delivering projects with both IT and business components

*An alternate combination of education and experience may be considered equivalent.*