



Senior Project Manager, IT & Compliance

(This position is located in Montreal, Canada)

JOB SUMMARY

Reporting to the CTO, the Senior Project Manager is responsible for managing and delivering the BOX Technology IT project portfolio within the established compliance framework. As owner of the project portfolio, you will oversee all aspects of project planning, including resources, schedules, budgets, management of risks, project change requests and reporting. Working with a multi-disciplinary team, you will lead, monitor, and guide the progress of projects to ensure successful on-time and budget project delivery. You will build and maintain working relationships with team members, vendors, and business stakeholders.

The Senior Project Manager ensures that projects are managed in accordance to compliance and governance standards and contributes to process improvement initiatives as it relates to improving project delivery. In addition, you will help evolve policies and procedures to meet compliance requirements.

The Senior Project Manager will be the client interface responsible for communicating project status, service level reporting and manage client needs and satisfaction.

RESPONSIBILITIES

- Create and maintain the project portfolio
- Project life cycle ownership from initiation to deployment
- Ensure project activities throughout the project life cycle comply with policies and procedures
- Work with stakeholders and team members to establish priorities and timelines
- Prepare detailed project plans for all phases of projects
- Manage the day-to-day project activities
- Provide leadership and guidance to team members in order to meet project goals and timelines
- Report on project advancement, dependencies, risks, issues and budget
- Communicate project status on a regular basis to team members, stakeholders, and management

- Participate in establishing practices, templates, policies and tools to evolve project deployment capabilities
- Owner of Change Management process including leading the change board
- Participate in and manage mandated audit tasks
- Other duties as assigned

QUALIFICATIONS

- Strong leadership, diplomatic and motivational skills
- Business acumen skills
- Interpersonal skills
- Build and maintain relationships
- Excellent communication (written, verbal and presentation)
- Self-motivated, decisive, with ability to adapt to change and competing demands
- Team building skills with technical and non-technical staff
- Decisiveness in resolving business problems and identifying priorities
- Understand interdependencies between technology, operations and business needs

REQUIREMENTS

- Bachelor's Degree in Business or Management or equivalent work experience
- PMP (Professional Management Professional) certification
- 5+ years of project management experience
- Experience working in a highly regulated industry an asset
- Knowledge of financial markets an asset
- Knowledge of ITIL