

Project Control Officer (PCO)

(The position is located in Montreal, Canada) with BOX's partner Evolution Technologies

Position Summary:

Reporting to the Director of Operations, Information Technology, the Project Control Officer's (PCO) mandate is to help with the administrative tasks involved with an operation team and to assist with the management of their daily organizational responsibilities.

Position Duties:

- Manage project and operation activity calendar
- Preparation of status reports and updates
- Preparation of reporting on financials and minutes
- Preparation of weekly action/issue logs and tracking of each
- Track and report on project milestones and statistics (effort, cost, etc.)
- Manage billing process
- Manage document process
- Administer Procurement process

Education and Experience:

A University degree in Computer Science, Information Systems, Commerce/Business or other related field, or any other equivalent education

- 2+ years' experience in a project support or project management role
- Good computer skills using MS-Office tools
- Analytical with good independent problem solving skills
- Excellent organizational skills
- Excellent interpersonal skills with the ability to work well on a team

Communication Skills:

- Excellent verbal and written communication skills in English is mandatory
- Verbal communication skill in French is an asset