



**Job Title:** Project Manager

**Job Type:** Full-time Permanent Employee

**Location(s):** Ottawa, Ontario, possibility of working remote

### **Overview**

Our company has an immediate opportunity for a self-directed and experienced Project Manager to oversee all aspects of managing a project and foster it from an idea to reality. The successful candidate will be responsible for research and development, working with partners, customers and clients and other internal teams, and ensuring that the project is successfully executed every step of the way.

### **Core responsibilities**

- Coordinating with cross-discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules
- Submitting project deliverables and ensuring that they adhere to quality standards
- Preparing status reports by gathering, analyzing, and summarizing relevant information
- Establishing effective project communication plans and ensuring their execution
- Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget
- Developing user manuals, training materials, and other documents as needed to enable successful implementation and turnover of the process or system to the clients
- Identifying and developing new opportunities with clients, engage with partners and customers
- Obtaining customer acceptance of project deliverables
- Managing customer satisfaction within the project transition period
- Conducting post-project evaluation and identifying successful and unsuccessful project elements

### **Core competencies**

- Active and well-rounded knowledge of project management software and other platforms such as Trello, HubSpot and Monday.com
- Advanced knowledge of the MS Office suite, including PowerPoint, Excel, Word, SharePoint
- Solid understanding of technology and aware of technological advances, able to analyzes technology and understand the end users interaction with the technology
- Ability to lead project teams of various sizes and see them through to completion

- Strong understanding of formal project management methodologies
- Dynamic, self-starter who follows through with initiatives

**Qualifications:**

- Bachelor's degree in a related field
- Project Management Professional (PMP) certification is an asset
- 5+ years of hands-on experience in all aspects project management

**Application**

Applications, including cover letter and resume, will be accepted until November 24<sup>th</sup>, 2021 at 5pm ET. Please forward application and any questions to SLIAO Human Resources at [hr@sliao.ca](mailto:hr@sliao.ca).

SLIAO recognizes that many of the greatest ideas and discoveries come from a diverse mix of minds, backgrounds and experiences. We are committed to cultivating an equitable and inclusive work environment that acknowledges diversity in the Deaf population that we serve, in our interpreting community and workforce. We welcome applications from all qualified candidates.

If you require any accommodations during the application process, please let us know.

Additional information about SLIAO can be found at [sliao.ca](http://sliao.ca)