

Discovery Air Defence

Job Description

DISCOVERY AIR
DEFENCE

Job title: Senior Project Manager

Work Location: Montreal, QC

Reports to: Chief Operating Officer

Essential Duties and Responsibilities:

The Senior Project Manager will manage and evaluate the different stages of projects and intervene from their designs to their deliveries, in order to ensure adherence to the Company's expectations. The Senior Project Manager will lead all aspects of the assigned projects, including but not limited to defining roles and responsibilities, kick offs, project scopes, work orders, timelines, internal & external communication, documentation, and archiving.

- Responsible for on-time delivery and complete project management from entry to delivery
- Create project scope, timeline, detailed work plan to identify roles and responsibilities to successfully complete the project
- Organize meetings throughout different stages of the project
- Establish, follow-up and ensure that all timelines (internal and external) are respected and processes are adhered to
- Conduct project status meetings, realign team, and provide feedback to project and leadership teams
- Propose process improvements
- Liaise with internal stakeholders and various departments
- Perform other related duties as assigned by supervisor
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- Maintain compliance with all company policies and procedures

You will have the following responsibilities in order to comply with the company's Occupational Health and Safety program:

Managers are responsible for:

- Providing a safe and healthy workplace including the necessary equipment, systems, and tools which are properly maintained
- Providing information, training, instruction and supervision to protect the Occupational Health and Safety of Employees
- Ensuring Employees under their direction know and comply with Occupational Health and Safety requirements
- Ensuring Employees under their direction receive adequate supervision.
- Establishing, supporting, and consulting with Occupational Health and Safety committees and Workplace Occupational Health and Safety representatives on all matters to improve workplace Occupational Health and Safety including regular safety inspections of the workplace.

Education and/or Work Experience Requirements:

- 10+ years of experience managing projects
- University or College degree, an asset
- PMP Certification
- Excellent verbal and written communication skills, in both official languages, including ability to effectively communicate with internal and external customers
- Exceptional planning, time-management, organizational and follow-through skills.

- Ability to effectively present information and facilitate communications with all levels of the organization.
- Proven ability to develop & interpret a variety of instructions (written, oral, diagram, or schedule form).
- Demonstrated ability to solve practical problems and deal with a variety of concrete variables.
- Aviation experience, an asset
- Excellent computer proficiency (MS Office – Word, Excel, Outlook, and Project)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- International travel may be required
- Ability to perform all work in support of our Corporate Values of Safety, Teamwork, Focus, Innovation and Integrity
- Demonstrates strong and visible support of our values
- Position requires Secret Level 2 Clearance with the Canadian Government and the ability to gain access to the Canadian Controlled Goods Program

To apply : <https://tai.topacesyhm.com/applications/applicant.nsf>