



JOB DESCRIPTION

Job Title: Project Manager
Reports To: Manager, Project Management
Department: Project Management

Job Summary

Provide overall management for client projects, strategic initiatives and changes from initiation to closure. Ensure the business needs and outcomes of the project are defined, satisfied and costs identified. Adherence to project management methodology and delivery of the scope within the required time and budget, ensuring the quality standards are met.

Primary Responsibilities

- Manage projects with a typical life cycle of 6 – 12 months, involving multi-disciplinary and cross boarder teams.
- Responsible to ensure that assigned projects are delivered on-time, on-budget, and cost-effective.
- Develop and manage all project documentation including; project plans, resource allocation plans, operational work packages, project logs and detailed implementation plans.
- Responsible for project communication, including status reporting, risk management, escalation of issues, etc.
- Able to manage and prioritize existing and potential risks and develop strategies and controls for mitigation.
- Coordinate complex technical and operational detail between clients, vendors and internal operational and financial teams.
- Maintain a communication plan to all stakeholders and facilitate team meetings to communicate progress, status, risks and create a sense of urgency to resolve any issues.
- Expected to present in a professional manner for client engagements on the project and works closely with the Account Executives on client management.
- Chair the internal and external steering committee meetings with clients and senior executives.
- Assist with feasibility study, certification processes or project audits.
- Overall coordination of testing activities between multi-disciplinary teams.
- Accountable in managing and leading multiple projects simultaneously
- Assist with process improvements, documentation of existing processes and work-flows.

Qualifications, Experience and Educational Requirements

Work Experience:

- Minimum of 5 years project management experience with proven results.
- Experience with System Development Life Cycle (SDLC).
- Experience Managing Projects in various locations throughout North America.
- Experience with EMV (Europay Mastercard Visa) chip, Digital Solutions (hardware/software) and payment card industry is preferred.

Skills and Competencies:

- Bilingual (English and French an asset)
- Advanced experience with MS Powerpoint and MS Office (Word, Excel, Outlook) and enjoy creating presentations for executive management.
- Excellent interpersonal relations and demonstrated ability to effectively work with and lead others in teams.
- Superior verbal and written communications skills including presentation at every level of the organization.
- Analytical, detail-oriented with excellent planning and problem solving skills.
- Effective and persuasive communication skills.
- Disciplined approach to reporting, metrics and performance management.
- Working knowledge of SAP systems.

Education:

- A University or college degree in a relevant discipline. Preference will be given to candidates with a Computer Science, Engineering or Business Administration.
- Project Management Professional (PMP) certification is an asset.

Working Conditions

- Office Setting
- May require support outside of regular business hours and weekends during project implementation phase
- Travel required (up to 25%) within North America

Physical Requirements

- N/A

Additional Information

*This job description is not intended to be all inclusive. The candidate hired will also perform other reasonable related business duties as assigned by the supervisor. The company reserves the right to revise or change job duties as needed. This job description does not constitute a written or implied contract of employment.

Giesecke+Devrient Mobile Security Canada Inc. is an equal opportunity employer and values diversity in its workforce, encouraging applications from all qualified individuals. Upon request by the applicant, accommodation will be provided in all parts of the hiring process.

By applying to this position you are confirming you are a Canadian citizenship.

Please note: Reference Checks and Credit, Criminal Background Checks will be administered on suitably qualified candidates.