

Project Manager – Technical Implementations

Location: Toronto, ON - hybrid

Employment Type: Full-time

About Vocalmeet

Vocalmeet is a rapidly growing technology company that provides integrated Association Management Systems (AMS) and Learning Management Systems (LMS) for associations, unions, regulatory bodies, and other professional organizations. We are in a high-growth phase and are looking for driven individuals who thrive in fast-paced environments.

About the Role

We are seeking a motivated and hands-on Project Manager to lead the implementation of technical projects, including software integrations and client platform deployments. This role is ideal for someone who enjoys building processes, solving problems, and getting things done.

Key Responsibilities

- Lead the planning, execution, and delivery of technical projects, ensuring they are completed on time and within scope
- Coordinate across internal teams (developers, consultants, QA, etc.) and external clients
- Gather and manage client requirements, define project scope, and maintain project documentation
- Identify, manage, and mitigate project risks proactively to prevent scope, timeline, or budget issues
- Monitor project progress and adjust plans as needed to address changing conditions
- Lead client meetings, provide regular updates, and ensure exceptional client satisfaction
- Continuously look for ways to improve processes and team productivity

Required Skills and Qualifications

- Bachelor's degree in Business, Technology, Project Management, or a related field
- 5–7 years of experience managing technical or software-related projects
- Strong organizational and communication skills
- Proven ability to manage multiple projects simultaneously
- Experience with software implementation, client onboarding, or platform rollouts is a plus
- Demonstrated experience integrating AI tools or automation into workflows to improve project efficiency and decision-making
- PMP or other project management certification is an asset

What We're Looking For

- Self-starters who take initiative without being asked
- Individuals who take pride in their work and are accountable to deadlines and results
- Team players who are also independent problem solvers
- People who don't wait to be told what to do—they jump in and figure it out
- Those who bring energy, curiosity, and a positive mindset to every project

Please Note

Vocalmeet is a place for people who like to work hard, grow fast, and make an impact. If you're looking to be part of a driven and collaborative team building something exciting, we'd love to meet you.