

New Look Vision Group is looking for a full-time Project Manager. Reporting to the Director Projects & Business Analysis, you will be working in our offices located at 4405 Chemin du Bois-Franc in Ville Saint-Laurent.

Role

The Project Manager (PM) will be responsible for the management of technology/process solutions projects as well as the coordination of integration of newly acquired business units. The PM is responsible for planning, overseeing and leading projects from conception to completion, and requires interaction with internal and external stakeholders, most often managing several projects simultaneously.

Main Responsibilities

- Plan and oversee the end-to-end delivery of assigned projects;
- Prepare all necessary documentation to formally initiate a project & monitor project developments;
- Effectively manage project timelines, resources, deliverables, and risks;
- Develop and implement project plans;
- Document project reviews, meetings, work sessions, action-registers;
- Build strong relationships with project sponsors and stakeholders to ensure alignment and adoption of solutions;
- In collaboration with project stakeholders, defines project scope, deliverables and requirements;
- Manage stakeholder expectations and contributions;
- Plan, monitor and manage project budget;
- Identify project risks and develop and implement mitigation and contingency plans;
- Provide direction and support to project team;
- Constantly monitor and report on progress of the project to appropriate stakeholders;
- Monitor project delivery against timelines and ensures timely completion;
- Oversee the activities of project team members and monitor project task completion;
- Communicate project status to relevant stakeholders;
- Ensures projects are delivered on time, within scope, budget and requirements.

Requirements

- Minimum 5 years' experience leading multiple projects in a fast paced business environment;
- Bachelor's degree in a related field is required;
- PMP Certifications is an asset;
- Experience in omni-channel retail environment is an asset;
- Experience with eCommerce projects implementation is an asset;

- Organized with proven ability to prioritize and meet competing deadlines;
- Strong communication skills (verbal, written and presentation) and detail oriented;
- Bilingual is required (English/French);
- Ability to develop and maintain relationships with project stakeholders;
- Computer proficiency in MS Office applications, along with ability to quickly learn new applications;
- Experience working with Smartsheet or other PM tools is an asset;
- Must be available to travel occasionally, i.e. 2 to 5 days per month (depending on the project).